

Agenda
Hightstown Borough Council
Workshop Meeting
May 4, 2015
First Aid Building
7:00 PM Regular Session

PLEASE TURN OFF ALL CELL PHONES DURING YOUR ATTENDANCE AT THIS MEETING TO AVOID SOUNDS/RINGING OR CONVERSATION THAT MAY INTERFERE WITH THE MEETING OR THE ABILITY OF ATTENDEES TO HEAR THE PROCEEDINGS. THANK YOU FOR YOUR COOPERATION.

Meeting called to order by Mayor Lawrence Quattrone.

STATEMENT: Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was provided to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office.

Roll Call

Flag Salute

Approval of the Agenda

Minutes

March 25, 2015 Budget Meeting
 March 30, 2015 Budget Meeting

Public Comment I

Any person wishing to address the Mayor and Council at this time will be allowed a maximum of three minutes for his or her comments.

Ordinances

- 2015-08** Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 7, Entitled “Traffic,” Subsection 7-37-1, Entitled “Regulation for the Movement and the Parking of Traffic on Municipal Property and Board of Education Property” to the “Revised General Ordinances of the Borough of Hightstown, New Jersey”
- 2015-09** Final Reading and Public Hearing – An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40A: 4-45.14)

Resolutions

- 2015-122** Authorizing the Payment of Bills
- 2015-123** Authorizing the Borough of Hightstown to Hire One New Full-Time Regular Police Officer
- 2015-124** Rescinding the Award of Chemicals for Main Pool & Chemical Co., Inc. as Non-Responsive
- 2015-125** Awarding Contracts for Various Chemicals – Univar USA, Inc.
- 2015-126** Awarding a Contract for Calcium Hypochlorite – George S. Coyne Chemical Co., Inc.
- 2015-127** Recognizing Municipal Clerks' Week (May 3 – May 9, 2015)

Discussion

Fire Truck

Support Assembly Bill A-4325 – Transparent Tax Act of 2015

RISE – Application for Park Use 7/11/15 – Memorial Park & Parking Lot

Decorum at Council Meetings Ordinance

Park Use Ordinance (Park Cleanup, Insurance Requirements, Application)

Grant Writer

Residential Maintenance on Foreclosed Properties

Public Comment II

Any person wishing to address the Mayor and Council at this time will be allowed a maximum of three minutes for his or her comments.

Mayor/Council/Administrative Reports

Adjournment

**Meeting Minutes
Hightstown Borough Council
Budget Meeting
March 25, 2015
6:30pm**

The meeting was called to order by Mayor Quattrone at 6:30pm and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember Kurs</i>		✓
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>	✓	
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Debra Sopronyi, Borough Clerk; Henry Underhill, Borough Administrator; and George Lang, CFO

Councilmember Misiura moved the agenda for approval, Councilmember Quattrone seconded.

Roll Call Vote: Council members Bluth, Hansen, Misiura, Montferrat and Stults voted yes.

Agenda approved 5-0.

Mayor Quattrone opened the public comment period and there being no comments, the public comment period was closed.

Council then reviewed the budget figures as presented by the Administrator and CFO. George Lang reviewed the set up of the budget book he distributed and explained the Annual Debt Statement; Borough debt; the differences between bonds, notes and loans; and funded and unfunded debt. There was Council inquiry and discussion regarding the bond schedules, bond sale and the cancellation of unfunded debt.

Mr. Lang noted that the Borough has had no considerable impact on the tax rate since 2010 and the cost of bonding for the new proposed road project was discussed. Mr. Lang noted that it will have minimal impact on the budget and recommended that there be no reduction in the scope of work to be done, noting that whatever infrastructure work put off now will cost considerably more to complete in the future.

There was discussion regarding the water/sewer projects that are needed and their impact on future budgets; estimated FEMA revenues; capital purchases (fire truck and ambulance) and the required down payment; and the ability to cancel debt on finished projects. Mr. Lang noted that the overall debt has decreased from 2013 and 2014.

Discussion was held regarding the proposed road project bond.

Councilmember Misiura moved to authorize Bond Counsel to move forward with the preparation of the bond needed for this project, with no deductions; Council President Hansen seconded.

Roll Call Vote: Council members Bluth, Hansen, Misiura, Montferrat and Stults voted yes.

Motion approved 5-0.

Mr. Lang will contact Bond Counsel to have the bond ordinance prepared for introduction at the April 6, 2015 meeting.
March 25, 2015 Budget

There was discussion regarding surplus balance; assessed property values and the impact on the budget; and the estimated overall increase of \$23.36 per household.

Councilmember Misiura departed the meeting at this time.

Mr. Lang explained the history of the tax levy and tax rates; and the percentage of collections and State Aid.

Councilmember Misiura returned to the meeting at this time.

Mr. Lang continued with an explanation of the Tax Levy Cap and the Cap Bank Ordinance, noting that Hightstown is well within the tax levy and expenditure cap. There was discussion.

The Council then reviewed salaries and budget allocations; the estimate for the Grant Writer and the scope of work; the budget for Professional Services; the Legal and Litigation Budget; health benefit costs; Dispatcher salaries and overtime; an additional employee for Public Works and the Waster Plant (to be shared between departments); Harvest Fair costs and revenue; establishing budgets for the various Boards and Committees; additional funds for housing inspections; contracting with a notification service (Code Red); flood insurance costs; and Police salary projections.

Mr. Lang advised that 1 cent is equal to approximately \$39,000.

Mr. Lang and Mr. Underhill noted that if Council has any further questions, they can be contacted.

Councilmember Bluth moved to adjourn at 9:10pm, Councilmember Stults seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi
Borough Clerk

**Meeting Minutes
Hightstown Borough Council
Budget Meeting
March 30, 2015
6:30pm**

The meeting was called to order by Mayor Quattrone at 6:30pm and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember Kurs</i>		✓
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>	✓	
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Debra Sopronyi, Borough Clerk; Henry Underhill, Borough Administrator; and George Lang, CFO

Councilmember Stults moved the agenda for approval, Councilmember Bluth seconded.

Roll Call Vote: Council members Bluth, Hansen, Misiura, Montferrat and Stults voted yes.

Agenda approved 5-0.

Mayor Quattrone opened the public comment period and there being no comments, the public comment period was closed.

Budget discussion began with the need to establish budgets for the various Boards and Committees. Councilmember Montferrat reviewed the goals and accomplishments of the Historic Preservation Commission and there was discussion regarding the Cultural Arts Commission, Environmental Commission, and the Parks and Recreation Commission; it was noted that the Friends of the Monument and Garden Club do the plantings at the monument on Stockton Street and funds are needed for this program, and it was confirmed that these funds would be made available in the Public Works budget. Council decided on the following budgets for the various Board sand Committees:

Cultural Arts Commission	\$500.00	Environmental Commission: increase from \$700.00 to \$1,000.00
Monument Plantings	\$2,000.00	Historic Preservation Commission: increase from \$1,000.00 to \$1,900.00
Memorial Day Parade	\$1,000.00	

It was noted that \$6,000.00 has been budgeted for the Harvest Fair and there was discussion as to whether the Borough would hold it this year. Mayor Quattrone noted that he is in discussion with a resident who is interested in chairing the event. The consensus of Council was to hold the Harvest Fair, but not at the tax payers expense; it should be self-funded.

There was discussion regarding the water/sewer rate increase to replenish the fund balance shortfall; reduction in septic intake by 25% at the recommendations of the Engineers due to the impact on the plant; and the need to replace the media for the filters instead of replacing the filters themselves at an estimated cost of \$800,000.00. It was noted that the reduction in septic intake would extend the life of the equipment and reduce chemical costs at the plant.

There was discussion regarding the affect rain water has on the sewer plant; estimated revenues and expenditures; bond interest and principle payments; employee and Public Works allocations for salaries; the need for a Supervisory back-up license; possible downgrade of the classification of the plant for cost savings; automation capabilities; the capacity of the plant; the need for infrastructure pipe replacements; and gasoline/fuel costs.

Mr. Lang then explained the requirement for a 5% down payment on all bonded projects; self-liquidation; and that the bond principal and NJEIT payments are on a set schedule.

Council inquired as to the overall impact of this budget on the tax payers. Mr. Lang replied that it was about one cent due to a smaller rateable base. He recommended a one cent increase and that the budget be left as presented, using \$600,000.00 of surplus. There was discussion regarding the savings possible from the new police salaries and scheduled retirements.

Council approved the CFO to move forward with preparing the budget for introduction at the April 20, 2015 meeting, with the one cent increase. Mr. Lang noted that the amount to be raised by taxation is the same and does not increase in the municipal budget. There was discussion regarding the preparation of a press release regarding the budget, to be distributed after introduction.

Mr. Lang will distribute the revised budget, with the changes made to the Board and Committee budgets, prior to introduction.

Mr. Lang and Mr. Underhill noted that if Council has any further questions, they can be contacted.

Councilmember Montferrat moved to adjourn at 8:00pm, Councilmember Bluth seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi
Borough Clerk

Ordinance 2015-08

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 7, ENTITLED
“TRAFFIC,” SUB-SECTION 7-37-1, ENTITLED “REGULATION FOR THE MOVEMENT AND
THE PARKING OF TRAFFIC ON MUNICIPAL PROPERTY AND BOARD OF EDUCATION
PROIPERTY” TO THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF
HIGHTSTOWN, NEW JERSEY.”**

WHEREAS, the Police Department has determined that amendments are needed to Chapter 7, Sub-Section 7-37-1 of the Revised General Ordinances of the Borough of Hightstown.

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

Section 1. That Chapter 7, entitled “Traffic,” Sub-Section 7-37-1, entitled “Regulation for the Movement and the Parking of Traffic on Municipal Property and Board of Education Property” of the Revised General Ordinances of the Borough of Hightstown, is hereby amended to read (deletions are shown as ~~cross~~-outs and additions are shown with underline):

Subsection 7-37-1 Regulation for the Movement and the Parking of Traffic on Municipal Property and Board of Education Property.

a. **Definitions.**

“Site Plan” shall be defined as the site plan dated March 4, 2002, which is on file in the office of the Borough Clerk and which depicts the Borough of Hightstown’s Main Street and Stockton Street parking lots.

“Main Street lot” is the municipal parking lot located at Block 28, Lot 56 in the Borough of Hightstown.

“Stockton Street lot” is the municipal parking lot located at Block 33, Lots 1, 11, 12, 33 and 35 in the Borough of Hightstown.

“Lot ‘A’” is that portion of the Stockton Street parking lot delineated as such by the New Jersey Department of Transportation on the site plan prepared by Carmela Santaniello, Borough Engineer as of July 28, 2004 and marked up by the NJDOT (Mark A. Hiestand) on July 15, 2005, which plan is on file in the office of the Borough Clerk.

“Lot ‘B’” is that portion of the Stockton Street parking lot delineated as such by the New Jersey Department of Transportation on the site plan prepared by Carmela Santaniello, Borough Engineer as of July 28, 2004 and marked up by the NJDOT (Mark A. Hiestand) on July 15, 2005, which plan is on file in the office of the Borough Clerk.

“Lot ‘C’” is that portion of the Stockton Street parking lot delineated as such by the New

Jersey Department of Transportation on the site plan prepared by Carmela Santaniello, Borough Engineer as of July 28, 2004 and marked up by the NJDOT (Mark A. Hiestand) on July 15, 2005, which plan is on file in the office of the Borough Clerk.

“Lot ‘D’” is that portion of the Stockton Street parking lot delineated as such by the New Jersey Department of Transportation on the site plan prepared by Carmela Santaniello, Borough Engineer as of July 28, 2004 and marked up by the NJDOT (Mark A. Hiestand) on July 15, 2005, which plan is on file in the office of the Borough Clerk.

“Lot ‘E’” is that portion of the Stockton Street parking lot delineated as such by the New Jersey Department of Transportation on the site plan prepared by Carmela Santaniello, Borough Engineer as of July 28, 2004 and marked up by the NJDOT (Mark A. Hiestand) on July 15, 2005, which plan is on file in the office of the Borough Clerk.

“Road ‘A’” is that portion of the Stockton Street parking lot delineated as such by the New Jersey Department of Transportation on the site plan prepared by Carmela Santaniello, Borough Engineer as of July 28, 2004 and marked up by the NJDOT (Mark A. Hiestand) on July 15, 2005, which plan is on file in the office of the Borough Clerk.

“Road ‘B’” is that portion of the Stockton Street parking lot delineated as such by the New Jersey Department of Transportation on the site plan prepared by Carmela Santaniello, Borough Engineer as of July 28, 2004 and marked up by the NJDOT (Mark A. Hiestand) on July 15, 2005, which plan is on file in the office of the Borough Clerk.

“Road ‘C’” is that portion of the Stockton Street parking lot delineated as such by the New Jersey Department of Transportation on the site plan prepared by Carmela Santaniello, Borough Engineer as of July 28, 2004 and marked up by the NJDOT (Mark A. Hiestand) on July 15, 2005, which plan is on file in the office of the Borough Clerk.

b. General Parking.

All vehicles must park in designated areas and between the lines provided upon any of the properties or parts of properties described below.

Property
1. Main Street lot
2. Stockton Street lot

c. Time Limit Parking.

No person shall park a vehicle for longer than the time limit upon any of the parking lots or parts of parking lots described below between the hours of 7 a.m. and 7 p.m. Mondays thru Saturdays, except holidays:

Name of Street	Sides	Hours	Location
Main Street lot	All	4	As indicated on the site plan
Stockton Street lot:			

Lot "A"	North and South	4	As indicated on the site plan
Lot "C"	East and West	4	As indicated on the site plan
Lot "D"	North and South	4	As indicated on the site plan

d. **Permit Parking.**

No person shall park a vehicle at the below-described locations unless said vehicle shall have a valid permit displayed. Said permit shall have been issued in accordance with the provisions of Section 7-37.1(h) herein.

Name of Street	Sides	Hours	Location
Stockton Street lot – Lot "E"	South	All	As indicated on the site plan
Stockton Street lot – Lot "B"	South	All	As indicated on the site plan

e. **Handicapped Parking.**

In accordance with the provisions of N.J.S.A. 39:4-197, handicapped parking spaces are designated on municipal and board of education property as described below. Such spaces are for use by persons who have been issued special identification cards, plates or placards issued by the Division of Motor Vehicles, or a temporary placard issued by the Chief of Police. No other person shall be permitted to park in these spaces. All stalls shall be 12 feet wide and signed with the R7-8 and R7-8P (Reserved Parking Sign and Penalty Plate).

Property	Location
Main Street lot	As indicated on the site plan.
Stockton Street lot	As indicated on the site plan.

f. **Parking of Certain Trucks, Trailers and Vehicles Prohibited.**

No person shall park any vehicle over three (3) tons gross weight (GVW), a school bus, or any other type of bus, recreational vehicle, camper, boat or trailer between the hours specified upon any of the properties or parts of properties described below:

Property	Hours	Location
Main Street lot	All	Entire lot
Stockton Street lot	All	Entire lot

g. **Tow-Away Zones.**

Any vehicle parked or standing upon any of the properties or parts of properties described below so as to obstruct or impede a normal flow of traffic or block entrances or exit ways, loading zones, oil fills, any grassy area or pedestrian walkway, or to present in any way a safety or traffic hazard, may be removed by towing the vehicle at the owner's or operator's expense.

Property
1. Main Street lot
2. Stockton Street lot

h. Stop Intersections.

The following described intersections are hereby designated as Stop Intersections. Stop signs shall be installed as provided herein:

<u>Intersection:</u>	<u>Stop sign on:</u>
Road “A” and Rogers Avenue	Road “A”
Road “C” and Rogers Avenue	Road “C”
Road “B” and Stockton Street	Road “B”

i. Speed Limits.

The speed limit for both directions of traffic on all roadways in the parking lots shall be 15 m.p.h. Regulatory and warning signs shall be erected and maintained to effect the above designated speed limit authorized by the Department of Transportation.

k. Loading Zones.

The locations described below are hereby designated as Loading Zones. No person shall park a vehicle in said location during the time indicated other than for the loading or unloading of goods and materials.

Name of Street	Sides	Hours	Location
Stockton Street lot:			
Lot “A”	North	All	As indicated on the site plan
Lot “B”	East	All	As indicated on the site plan

l. Mid Block Crosswalks.

The following locations shall be established as Mid-Block Crosswalks:

Name of street	Location
Road “A”	As indicated on the site plan
Road “B”	As indicated on the site plan

All signing shall conform to the current edition of the Manual on Uniform Traffic Control Devices, pursuant to N.J.S.A. 39:4-198 and N.J.S.A. 39:4-183.27.

m. Permits; Qualification; Issuance.

A person seeking issuance of a parking permit for the Stockton Street lot shall file an application with the office of Borough Clerk on forms provided by ~~her~~ the Borough Clerk.

1. *Qualification.* Permits shall be issued only to:

- a. Residents of Block 33 and residents of those lots situated in Block 23 which border Main Street.
- b. Owners of businesses located in Block 33 and in those lots situated in Block 23 which border Main Street.
- c. Employees of businesses located in Block 33 and in those lots situated in Block 23 which border Main Street.
- d. Owners of businesses located in Block 21.01 which have no onsite parking.
- e. Employees of businesses located in Block 21.01 which have no onsite parking.
- f. Residents of Block 21.01 which have no onsite parking.
- g. Owners of businesses located in Block 54.
- h. Employees of businesses located in Block 54.

Proof of eligibility shall be provided at the time of application, and shall consist of: for residents, a valid New Jersey driver's license showing address of residence; and for business owners or employees, a notarized statement by the business owner, on forms supplied by the Borough Clerk, attesting to eligibility of applicant. Owners and employees of industrial businesses shall not be eligible to obtain parking permits under this subsection.

Permits issued to owners or employees of businesses located in Block 54 shall be valid only in the permit parking area leased by the Borough, located at 105 South Main Street, and shall not be valid in the Stockton Street municipal parking lot.

2. *Permit Period.* Permits issued shall cover the period from the date of issuance through the following June 30, except that no permits issued shall expire before June 30, 2003.

3. *Contents.* The application shall contain the following information:

- a. The name, address and day and evening telephone numbers of the applicant.
- b. Proof of eligibility as detailed herein.

If, while the application is pending or during the term of any permit granted thereunder, there is any change that would alter the information given in the application, the applicant shall notify the Borough Clerk, in writing, within twenty-four (24) hours after such change.

4. *Fee.* The fee for parking permits in the Stockton Street lot shall be seventy-five (\$75.00) dollars per permit period and shall be paid at the filing of the application. Such fee shall be prorated on a monthly basis if application is made after the first month of the permit period and the monthly rate shall be charged for each month or partial month remaining in the permit period.

5. *Regulation.* The issued permit shall be conspicuously displayed in the vehicle, at the time of use of the appropriate parking lot. If the parking permit is not conspicuously displayed, the vehicle owner shall be found in violation of this ordinance.

n. **Enforcement.**

Parking regulations detailed herein shall be enforced by the Hightstown Police Department and any parking enforcement officers appointed by the Borough in accordance with *N.J.S.A.* 40A:9-154.7.

o. **Penalties.**

Unless another penalty is expressly provided for by New Jersey statute, every person convicted of a violation of this Ordinance or any supplement thereto shall be liable to a penalty of not more than ~~fifty nine~~ one hundred dollars (\$~~59~~100.00) or imprisonment for a term not exceeding fifteen (15) days, or both.

(Ord. No. 2002-03; Ord. No. 2003-20; Ord. No. 2003-24; Ord. No. 2004-24; Ord. No. 2006-04; Ord. No. 2006-12; Ord. No. 2006-26; Ord. No. 2008-03; Ord. No. 2008-20)

Section 3. Severability. If any sentence, paragraph or section of this Ordinance, or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this Ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this Ordinance.

Section 4. Effective Date. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 4. Repealer. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Introduced:

Adopted:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor

Ordinance 2015-09

BOROUGH OF HIGHTSTOWN
 COUNTY OF MERCER
 STATE OF NEW JERSEY

AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, *N.J.S. 40A: 4-45.1 et seq.*, provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 1.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, *N.J.S.A. 40A: 4-45.15a* provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Mayor and Council of the Borough of Hightstown in the County of Mercer finds it advisable and necessary to increase its CY 2015 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Mayor and Council hereby determine that a 2.0% increase in the budget for said year, amounting to \$107,540.60 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Mayor and Council hereby determine that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2015 budget year, the final appropriations of the Borough of Hightstown shall, in accordance with this ordinance and *N.J.S.A. 40A: 4-45.14*, be increased by 3.5%, amounting to \$188,196.05, and that the CY 2015 municipal budget for the Borough of Hightstown be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, be filed with said Director within 5 days after such adoption.

Introduction: April 20, 2015

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Resolution 2015-122

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain bills are due and payable as per itemized claims listed on the following schedules, which are made a part of the minutes of this meeting as a supplemental record;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$211,212.72 from the following accounts:

Current	\$131,797.24
W/S Operating	67,502.32
General Capital	2,155.00
Water/Sewer Capital	0.00
Grant	0.00
Trust	3,041.55
Housing Trust	337.50
Animal Control	0.00
Law Enforcement Trust	0.00
Housing Rehab Loans	2,790.00
Unemployment Trust	0.00
Escrow	<u>3,589.11</u>
Total	<u>\$211,212.72</u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 4, 2015.

Margaret M. Riggio
Deputy Borough Clerk

4-May, 2015

To: Mayor and Council

From: Finance Office

Re: Manual Bill List

CURRENT ACCOUNT

	<u>PO #</u>	<u>AMOUNT</u>
Midwest Power Products	15-00703	246.88
Mercer Street Warehouse/Bruckner	15-00548	39,052.66
TOTAL		<u>39,299.54</u>

ESCROW

Clearwire Communications	<u>15-00549</u>	<u>1,249.00</u>
TOTAL		<u>1,249.00</u>

WATER AND SEWER OPERATING ACCOUNT

Mercer Street Warehouse/Bruckner	15-00548	279.80
State of NJ PWT-Water Tax	15-00699	453.53
TOTAL		<u>733.33</u>

MANUAL TOTAL

41,281.87

P.O. Type: All Include Project Line Items: Yes Open: N Paid: N Void: N
 Range: First to Last Rcvd: Y Held: Y Aprv: N
 Format: Detail without Line Item Notes Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A0024 ABS ELECTRIC, INC.												
	15-00606	04/07/15	INV 9552 CHECK INTERMED PUMP									
	1		INV 9552 CHECK INTERMED PUMP	394.60	5-09-55-501-002-503	B Sewer Plant Maintenance	R	04/07/15	04/29/15		9552	N
	Vendor Total:			394.60								
A0010 ADVANCE AUTO PARTS/CAPITAL ONE												
	14-01561	08/21/14	INV 6372412925309									
	1		INV 6372412925309	43.31	4-09-55-501-002-502	B Vehicle Maintenance	R	08/21/14	04/29/15		6372412925309	N
	15-00046	01/20/15	INV 6372420440418 7/23/14									
	1		INV 6372420440418 7/23/14	28.07	5-09-55-501-002-502	B Vehicle Maintenance	R	01/20/15	04/29/15		6372420440418	N
	Vendor Total:			71.38								
ALLST005 ALL-STATE SEAMLESS GUTTERS												
	14-02350	12/31/14	GUTTERS FOR DPW AND FIREHOUSE									
	1		ON REAR OF DPW GARAGE -	1,160.00	4-01-26-310-001-024	B Building Maintenance	R	12/31/14	04/29/15		11438	N
	2		ON REAR OF DPW GARAGE -	1,189.00	4-01-26-310-001-024	B Building Maintenance	R	12/31/14	04/29/15		11438	N
	3		ON FIREHOUSE - LEFT SIDE OF	1,400.00	4-01-26-310-001-024	B Building Maintenance	R	12/31/14	04/29/15		11438	N
				3,749.00								
	Vendor Total:			3,749.00								
A0107 ANSELL GRIMM & ARRON, PC												
	15-00707	04/28/15	MARCH 2015 INVOICES									
	1		GENERAL FILE	1,050.00	5-01-20-155-001-027	B General Matters	R	04/28/15	04/29/15		257342	N
	2		ORDINANCES	275.00	5-01-20-155-001-027	B General Matters	R	04/28/15	04/29/15		257343	N
	4		RESOLUTIONS	112.50	5-01-20-155-001-027	B General Matters	R	04/28/15	04/29/15		257344	N
	5		ENGINEERING MATTERS	112.50	5-01-20-155-001-027	B General Matters	R	04/28/15	04/29/15		257345	N
	6		MEETINGS	687.50	5-01-20-155-001-029	B Attendance at Council Meetings	R	04/28/15	04/29/15		257346	N
	7		COAH MATTERS	337.50	T-26-56-286-000-847	B Housing-Developer Fees	R	04/28/15	04/29/15		257347	N
	8		480 MERCER STREET LLP	75.00	5-01-20-155-001-033	B Litigation	R	04/28/15	04/29/15		257348	N
	9		LITIGATION	325.00	5-01-20-155-002-101	B Litigation-Other Expense (B)	R	04/28/15	04/29/15		257349	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A0107 ANSELL GRIMM & ARRON, PC Continued											
	15-00707	04/28/15	MARCH 2015 INVOICES	Continued							
	10		REDEVELOPMENT ISSUES	75.00	5-01-20-155-001-027	R	04/28/15	04/29/15		257352	N
	11		LITIGATION	0.00	5-01-20-155-002-101	R	04/28/15	04/29/15		257349	N
	12		OPRA ISSUES	25.00	5-01-20-155-001-027	R	04/28/15	04/29/15		257350	N
	13		POLICE MATTERS	200.00	5-01-20-155-001-031	R	04/28/15	04/29/15		257351	N
	14		LITIGATION	287.50	T-12-56-286-000-888	R	04/28/15	04/29/15		257353	N
	15		HIGHTS REALTY LLC	25.00	5-01-20-155-001-032	R	04/28/15	04/29/15		257354	N
				<u>3,587.50</u>							
	Vendor Total:			3,587.50							
ATTWI005 AT&T WIRELESS											
	15-00704	04/28/15	CELL PHONES 3/13-4/12/15								
	1		CELL PHONES 3/13-4/12/15 HPD	351.21	5-01-43-507-001-029	R	04/28/15	04/29/15		287258726345	N
	2		CELL PHONES 3/13-4/12/15 DPW	151.81	5-01-31-440-001-079	R	04/28/15	04/29/15		287258726345	N
	3		CELL PHONES 3/13-4/12/15 WTP	187.03	5-09-55-501-003-548	R	04/28/15	04/29/15		287258726345	N
	4		CELL PHONES 3/13-4/12/15 AWWTP	102.82	5-09-55-501-003-550	R	04/28/15	04/29/15		287258726345	N
				<u>792.87</u>							
	Vendor Total:			792.87							
A0454 ATLANTIC TOMORROW'S OFFICE											
	15-00647	04/15/15	QUARTERLY COPY FEES								
	1		QUARTERLY COPY FEES	294.25	5-01-25-240-001-029	R	04/15/15	04/29/15		CNIN453893	N
	Vendor Total:			294.25							
C0023 COMCAST											
	15-00722	04/29/15	8499052440157826 4/17/15 AWWTP								
	1		8499052440157826 4/17/15 AWWTP	123.76	5-09-55-501-002-545	R	04/29/15	04/29/15		849905244015782	N
	Vendor Total:			123.76							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
COMCA005 COMCAST BUSINESS												
	15-00693	04/23/15	930909813 INV35109534	4/15/15								
	1	930909813	INV35109534	4/15/15	195.30	5-01-43-507-001-029	B Maint. Contracts - Other	R	04/23/15	04/29/15	35109534	N
	Vendor Total:				195.30							
D0050 DEPT OF CHILDREN & FAMILIES												
	15-00642	04/15/15	1ST QTR 2015 MARRIAGE/CIVIL UN									
	1	1ST QTR 2015	MARRIAGE/CIVIL UN		250.00	5-01-55-003-000-001	B Due To NJ - Marriage Licenses	R	04/15/15	04/29/15	1ST QTR 2015	N
	Vendor Total:				250.00							
EVOQU005 EVOQUA WATER TECHNOLOGIES												
	15-00672	04/21/15	RES 2015-38 ODOR CONTROL			B						
	2	BILLING NO 902069526	2/26/15		2,215.52	5-09-55-501-002-547	B Odor Control	R	04/21/15	04/29/15	902069526	N
	Vendor Total:				2,215.52							
E1056 EXTRA SPACE STORAGE												
	15-00451	03/11/15	ANIMAL WELFARE STORAGE SPACE									
	1	APRIL, MAY & JUNE, 2014	UA456		216.55	T-12-56-286-000-861	B ANIMAL WELFARE COMMITTEE	R	03/11/15	04/29/15	UNIT A456	N
	Vendor Total:				216.55							
F1183 FRANK GENDRON												
	15-00650	04/15/15	REIMBURSE - FBINAA RENEWAL FEE									
	1	REIMBURSE - FBINAA RENEWAL FEE			90.00	5-01-25-240-001-044	B Professional Assoc. Dues	R	04/15/15	04/29/15		N
	Vendor Total:				90.00							
M0714 GENSERVE, INC.												
	15-00581	04/01/15	B SERVICE - WATER PLANT GENER.									
	1	B SERVICE - WATER PLANT GENER.			180.00	5-09-55-501-001-511	B Generator/Engine Maintenance (B)	R	04/01/15	04/29/15	0085812-IN	N
	Vendor Total:				180.00							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
G0115 GILMARTIN, ROBERT D.												
	15-00607	04/08/15	APRIL BOARD OF HEALTH MEETING									
	1		APRIL BOARD OF HEALTH MEETING	93.00	5-01-27-330-001-039	B Recording Secty.	R	04/08/15	04/29/15		APRIL MEETING	N
			Vendor Total:	93.00								
G0001 GPANJ												
	15-00373	02/25/15	GPANJ SPRING SYMPOSIUM									
	1		GPANJ SPRING SYMPOSIUM	395.00	5-01-20-120-001-041	B Conferences & Meetings	R	02/25/15	04/29/15		D. SOPRONYI	N
			Vendor Total:	395.00								
G0187 GRAINGER												
	15-00551	03/27/15	1 GALLON RUST CONVERTER 5w181									
	1		1 GALLON RUST CONVERTER 5w181	95.04	5-09-55-501-002-503	B Sewer Plant Maintenance	R	03/27/15	04/29/15		9702110157	N
			Vendor Total:	95.04								
G0181 GRIFFITH ELECTRIC SPLY CO, INC												
	15-00125	01/29/15	LIGHT BALLAST REPAIR KIT									
	1		LIGHT BALLAST REPAIR KIT	113.01	5-09-55-501-002-503	B Sewer Plant Maintenance	R	01/29/15	04/29/15		5507734	N
	2		STANDARD CASE-10 INV 5507733	56.12	5-09-55-501-002-503	B Sewer Plant Maintenance	R	01/29/15	04/29/15		5507733	N
				169.13								
	15-00660	04/20/15	BOX 10 FUSE CONFIRMING ORDER									
	1		BOX 10 FUSE CONFIRMING ORDER	115.50	5-09-55-501-002-503	B Sewer Plant Maintenance	R	04/20/15	04/29/15		5521265	N
			Vendor Total:	284.63								
G0050 GROVE SUPPLY INC												
	15-00604	04/07/15	MISC SUPPLIES 1A POLYMER SYSTE									
	1		MISC SUPPLIES 1A POLYMER SYSTE	10.93	5-09-55-501-002-503	B Sewer Plant Maintenance	R	04/07/15	04/29/15		54142562.001	N
			Vendor Total:	10.93								
H 85 HACH CO.												
	15-00602	04/07/15	LAB EQUIPMENT & SUPPLIES									
	1		AMMONIA MEMBRANE CAPS	122.50	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/07/15	04/29/15		9332343	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
H 85 HACH CO. Continued											
	15-00602	04/07/15	LAB EQUIPMENT & SUPPLIES	Continued							
	2		PHOS VER 3	29.68	5-09-55-501-002-506	R	04/07/15	04/29/15		9332343	N
	3		AMMONIA ADJUSTER	51.84	5-09-55-501-002-506	R	04/07/15	04/29/15		9332343	N
	4		SODIUM HYDROXIDE 4.5 N	22.88	5-09-55-501-002-506	R	04/07/15	04/29/15		9332343	N
	5		ELECTRODE STORAGE SOLUTION	19.30	5-09-55-501-002-506	R	04/07/15	04/29/15		9332343	N
	6		COVER SLIPS	36.74	5-09-55-501-002-506	R	04/07/15	04/29/15		9332343	N
	7		POTASSIUM PERSULFATE	28.08	5-09-55-501-002-506	R	04/07/15	04/29/15		9332343	N
	8		EC MEDIUM	52.62	5-09-55-501-002-506	R	04/07/15	04/29/15		9332343	N
	9		LT BROTH	52.62	5-09-55-501-002-506	R	04/07/15	04/29/15		9332343	N
				<u>416.26</u>							
			Vendor Total:	416.26							
HEWIT005 HEWITT HOME CONSERVATION &											
	15-00613	04/13/15	BLK63.01/L39 100 ORCHARD								
	1		BLK63.01/L39 FINAL INSPECTION	2,790.00	T-25-56-286-000-829	R	04/13/15	04/29/15		B63.01/L39	N
			Vendor Total:	2,790.00							
H1100 HOME DEPOT CREDIT SERVICES											
	15-00490	03/16/15	INV #9041090, #5053688								
	1		INV #9041090	46.82	5-09-55-501-002-503	R	03/16/15	04/29/15		9041090	N
	2		INV #5053688	41.53	5-09-55-501-001-503	R	03/16/15	04/29/15		5053688	N
				<u>88.35</u>							
	15-00592	04/02/15	INV 5032674, INV 4032770								
	1		INV 5032674	10.80	5-01-26-310-001-024	R	04/02/15	04/29/15		5032674	N
	2		INV 4032770	40.96	5-01-26-310-001-024	R	04/02/15	04/29/15		4032770	N
				<u>51.76</u>							
			Vendor Total:	140.11							
H0161 HUNTER TECH.SOLUTIONS INC											
	15-00640	04/15/15	TECH SUPPORT 3/27 - 4/1/15								
	1		INV 57255	418.68	5-09-55-501-002-530	R	04/15/15	04/29/15		57255	N
	2		INV 57233	47.50	5-01-25-256-002-094	R	04/15/15	04/29/15		57233	N
	3		INV 57232	118.75	5-01-25-256-002-094	R	04/15/15	04/29/15		57232	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
H0161 HUNTER TECH.SOLUTIONS INC Continued											
	15-00640	04/15/15	TECH SUPPORT 3/27 - 4/1/15	Continued							
	4 INV 57160			250.20	5-01-20-140-001-060	B Internet Services and Web Services	R	04/15/15	04/29/15	57160	N
	5 ANNUAL AVAYA SUPPORT & MAINT			1,400.00	5-01-31-440-001-078	B Avaya Maintenance Contract-Hunter Tech	R	04/15/15	04/29/15	57131	N
				2,235.13							
	Vendor Total:			2,235.13							
J0257 JCP&L											
	15-00705	04/28/15	EMS 100012445936 3/6-4/03/15								
	1 EMS 100012445936	3/6-4/03/15		443.65	5-01-25-260-001-074	B Electric	R	04/28/15	04/29/15	100012445936	N
	15-00706	04/28/15	100100104247 2/3-4/4/15 ACTUAL								
	1 100100104247	2/3-4/4/15 ACTUAL		4.87	5-01-31-430-001-071	B Electric-Borough Hall	R	04/28/15	04/29/15	100100104247	N
	Vendor Total:			448.52							
J0258 JCP&L (STREET LIGHTING)											
	15-00720	04/29/15	DPW 100011415765 3/21-4/21/15								
	1 DPW 100011415765	3/21-4/21/15		1,797.74	5-01-31-435-001-075	B Street Lighting	R	04/29/15	04/29/15	100011415765	N
	15-00721	04/29/15	DPW 100011415724 3/21-4/20								
	1 DPW 100011415724	3/21-4/20		400.03	5-01-31-435-001-075	B Street Lighting	R	04/29/15	04/29/15	100011415724	N
	Vendor Total:			2,197.77							
J0069 JERSEY ELEVATOR SERVICE											
	15-00594	04/02/15	INV 154827								
	1 INV 154827			334.65	5-01-26-310-001-029	B Maintenance Contracts	R	04/02/15	04/29/15	154827	N
	Vendor Total:			334.65							
JOHNM005 JOHN MINESTRA											
	15-00661	04/20/15	WORK BOOT REIMBURSEMENT								
	1 WORK BOOT REIMBURSEMENT			91.98	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	04/20/15	04/29/15	REIMBURSEMENT	N
	Vendor Total:			91.98							

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
K0017 KRISTY GILSENAN											
	15-00723	04/29/15	MILEAGE 3/6/15-4/27/15								
	1	MILEAGE 3/6/15-4/27/15	301.30	5-01-20-176-000-199	B Miscellaneous	R	04/29/15	04/29/15		3/6-4/27/15	N
	Vendor Total:		301.30								
KUBIA005 KUBIAK ELECTRIC CO., INC.											
	15-00530	03/24/15	REPAIR CONDUIT TO "LAKESIDE 1"								
	1	REPAIR CONDUIT TO "LAKESIDE 1"	200.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	03/24/15	04/29/15		5316	N
	2	LABOR AT HAND CONTROL	450.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	03/24/15	04/29/15		5316	N
	3	INLET BLDG-REPLACE HAZARDOUS	400.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	03/24/15	04/29/15		5316	N
	4	INLET BLDG-REPLACE HAZARDOUS	150.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	03/24/15	04/29/15		5316	N
			<u>1,200.00</u>								
	Vendor Total:		1,200.00								
L0727 LARRY BLAKE											
	15-00690	04/21/15	REIMBURSEMENT								
	1	REIMBURSEMENT FOR LARRY BLAKE	6.99	5-01-26-290-001-127	B Street Repair & Maintenance	R	04/21/15	04/29/15			N
	Vendor Total:		6.99								
L0019 LAWMEN SUPPLY CO.											
	14-01194	06/26/14	GLOCK 32 Gen4 357 CALIBER								
	1	GLOCK 32 Gen4 357 CALIBER	6,053.85	4-01-25-240-001-117	B Ammunition & Target Practice	R	06/26/14	04/29/15		00586346_SNV	N
	2	GLOCK GUN TRADE IN	4,125.00	4-01-25-240-001-117	B Ammunition & Target Practice	R	06/26/14	04/29/15			N
			<u>1,928.85</u>								
	14-01963	10/22/14	SPEER LAWMEN 9MM TRAIN AMMO								
	1	SPEER LAWMEN 9MM TRAIN AMMO	1,526.56	4-01-25-240-001-117	B Ammunition & Target Practice	R	10/22/14	04/29/15		622919/586336	N
	Vendor Total:		3,455.41								
L0037 LINCOLN FINANCIAL GROUP											
	15-00708	04/28/15	MAY LIFE INSURANCE								
	1	MAY LIFE INSURANCE	269.50	5-01-23-210-003-115	B Medical Ins-Emp] Grp Health	R	04/28/15	04/29/15		3004656811	N

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L0037 LINCOLN FINANCIAL GROUP Continued											
	15-00708	04/28/15	MAY LIFE INSURANCE	Continued							
	2		MAY LIFE INSURANCE	5-09-55-501-002-514	B Insurance	R	04/28/15	04/29/15		3004656811	N
				46.20							
				315.70							
			Vendor Total:	315.70							
N0125 MAILFINANCE											
	15-00609	04/10/15	N5245317 4/28/15-5/27/15								
	1		N5245317 4/28/15-5/27/15	5-01-30-421-001-029	B Meter Rental/Maintance	R	04/10/15	04/29/15		N5245317	N
				171.07							
			Vendor Total:	171.07							
M0180 MCMASTER-CARR											
	15-00554	03/27/15	4" FLANGE 68095K138								
	1		4" FLANGE 68095K138	5-09-55-501-002-503	B Sewer Plant Maintenance	R	03/27/15	04/29/15		26544693	N
	2		SHIPPING	5-09-55-501-002-503	B Sewer Plant Maintenance	R	04/07/15	04/29/15		26544693	N
				79.10							
				17.64							
				96.74							
	15-00676	04/21/15	INV #27042601								
	1		INV #27042601	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	04/21/15	04/29/15		27042601	N
				94.47							
			Vendor Total:	191.21							
M0078 MEADOWLAND FORD TRUCK											
	15-00593	04/02/15	INV #68067								
	1		INV #68067	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	04/02/15	04/29/15		68067	N
				425.19							
			Vendor Total:	425.19							
M0184 MID JERSEY MUNICIPAL JOINT INS											
	15-00725	04/29/15	4TH INSTALLMENT ASSESSMENT								
	1		4TH INSTALLMENT ASSESSMENT	5-01-23-210-003-112	B General Liability-JIF	R	04/29/15	04/29/15		HIGHTSTOWN BORO	N
	2		4TH INSTALLMENT ASSESSMENT	5-01-23-210-003-113	B Workers Compensation (JIF)	R	04/29/15	04/29/15		HIGHTSTOWN BORO	N
	3		4TH INSTALLMENT ASSESSMENT	5-09-55-501-001-515	B County Insurance - JIF	R	04/29/15	04/29/15		HIGHTSTOWN BORO	N
				9,826.00							
				30,545.50							
				7,313.00							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
M0184 MID JERSEY MUNICIPAL JOINT INS Continued												
	15-00725	04/29/15	4TH INSTALLMENT ASSESSMENT	Continued								
	4		4TH INSTALLMENT ASSESSMENT	29,251.75	5-09-55-501-002-515	B County Insurance - JIF	R	04/29/15	04/29/15		HIGHTSTOWN BORO N	
				76,936.25								
			Vendor Total:	76,936.25								
M0127 MONMOUTH COUNTY												
	15-00596	04/02/15	STATEMENT #30585									
	1		STATEMENT #30585	1,649.81	5-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	04/02/15	04/29/15		30585	N
			Vendor Total:	1,649.81								
MORT0005 MORTON SALT, INC.												
	15-00338	02/23/15	SALT FOR ROADS									
	1		SALT FOR ROADS	2,335.42	5-01-26-291-001-031	B Chemical, Gases, Salt & Sand	R	02/23/15	04/29/15		5400753150	N
			Vendor Total:	2,335.42								
N1120 N.J. WATER ASSOCIATION												
	15-00475	03/13/15	TV MORRISON AVE SEWER- ROOTS									
	1		TV MORRISON AVE SEWER- ROOTS	350.00	5-09-55-501-002-529	B Sewer Main Repair/Supplies	R	03/13/15	04/29/15		3-1-15	N
			Vendor Total:	350.00								
N1115 NJ SHADE TREE FEDERATION												
	15-00452	03/11/15	2015 MUNICIPAL MEMBERSHIP									
	1		2015 MUNICIPAL MEMBERSHIP	120.00	5-01-27-335-001-044	B Professional Assoc. Dues	R	03/11/15	04/29/15		M2015-80	N
			Vendor Total:	120.00								
00019 O'BRIEN CONSULTING SERVICES												
	15-00260	02/13/15	MONTHLY IT RATE JAN 2015									
	1		MONTHLY IT RATE JAN 2015	900.00	5-01-25-240-001-029	B Maint. Contracts - Other	R	02/13/15	04/29/15		15-3698	N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00019 O'BRIEN CONSULTING SERVICES Continued												
	15-00412	03/03/15	MONTHLY IT RATE FEB. 2015									
	1		MONTHLY IT RATE FEB. 2015	900.00	5-01-25-240-001-029	B Maint. Contracts - Other	R	03/03/15	04/29/15		15-3718	N
	Vendor Total:			1,800.00								
P0088 PARKER MCCAY, P.A.												
	15-00724	04/29/15	2539715,2539716,17,18,19,20									
	1		2539715	683.17	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	04/29/15	04/29/15		2539715	N
	2		2539716	14.00	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	04/29/15	04/29/15		2539716	N
	3		2539717	910.10	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	04/29/15	04/29/15		2539717	N
	4		2539718	98.00	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	04/29/15	04/29/15		2539718	N
	5		2539719	80.30	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	04/29/15	04/29/15		2539719	N
	6		2539720	671.76	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	04/29/15	04/29/15		2539720	N
				<u>2,457.33</u>								
	Vendor Total:			2,457.33								
E8035 PENN VALLEY PUMP												
	15-00557	03/27/15	3" PENN VALLEY SLUDGE PUMP EX.									
	1		3" PENN VALLEY SLUDGE PUMP	3,780.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	03/27/15	04/29/15		9921	N
	2		SHIPPING	78.05	5-09-55-501-002-503	B Sewer Plant Maintenance	R	04/27/15	04/29/15		9921	N
				<u>3,858.05</u>								
	Vendor Total:			3,858.05								
P0044 PSE&G												
	15-00710	04/28/15	PW 6675946706 3/16-4/14/15									
	1		PW 6675946706 3/16-4/14/15	33.74	5-01-31-446-001-143	B Gas/Heat - Fire House	R	04/28/15	04/29/15		6675946706	N
	15-00711	04/28/15	DPW 6687890808 3/16-4/14/15									
	1		DPW 6687890808 3/16-4/14/15	76.47	5-01-31-446-001-070	B Gas Heat - Borough Hall	R	04/28/15	04/29/15		6687890808	N
	15-00712	04/28/15	DOW 6503987609 3/16-4/14/15									
	1		DOW 6503987609 3/16-4/14/15	12.94	5-09-55-501-001-505	B Gas Service	R	04/28/15	04/29/15		6503987609	N
	Vendor Total:			123.15								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
R0077 ROBERTS ENGINEERING GRP LLC												
	15-00213	02/09/15	2015 BLANKET-GENERAL ENGINEER		B							
	13	13927	MISC ROADS	240.00	5-01-20-165-001-106	B Misc. Road & Drainage Issues(B	R	02/11/15	04/29/15		13927	N
	14	13889	MISC ROADS	47.50	5-01-20-165-001-106	B Misc. Road & Drainage Issues(B	R	03/04/15	04/29/15		13889	N
	15	13924	COUNCIL MEETINGS	270.00	5-01-20-165-001-104	B Attendance at Meetings (B)	R	02/11/15	04/29/15		13924	N
	16	13949	MISC REQUESTS	515.00	5-01-20-165-001-199	B MISCELLANEOUS	R	02/11/15	04/29/15		13949	N
	17	13888	TAX MAP MAINTENANCE	132.50	5-01-20-165-001-109	B Tax Map Maintenance/Zoning	R	02/11/15	04/29/15		13888	N
				<u>1,205.00</u>								
	15-00229	02/11/15	2015 WATER/SEWER BLANKET		B							
	21	13953	ULTRAVIOLET DISINFECTION	4,484.50	5-09-55-501-002-508	B Engineer	R	04/15/15	04/29/15		13953	N
	22	13951	GENERAL SEWERS	261.25	5-09-55-501-002-508	B Engineer	R	04/15/15	04/29/15		13951	N
	23	13952	GENERAL WATER	1,207.50	5-09-55-501-001-508	B Engineer	R	03/30/15	04/29/15		13952	N
	24	13954	SETTING TANK REPAIRS	1,298.00	5-09-55-501-001-508	B Engineer	R	03/30/15	04/29/15		13954	N
				<u>7,251.25</u>								
	15-00653	04/15/15	#13426 JOEL MCKAY VARIANCE									
	1	#13426	JOEL MCKAY VAR. FINAL	367.50	MCK01-14	P ESCROW DEPOSIT	R	04/15/15	04/29/15		#13426	N
	15-00654	04/16/15	INV.#13939-3/30/15-HIGHTS REAL									
	1	INV.#13939-3/30/15-HIGHTS REAL	1,102.00	2015-01	P HIGHTS REALTY LLC	R	04/16/15	04/29/15			#13939	N
	15-00655	04/16/15	INV. #13936/3/30/15/HABITAT									
	1	INV. #13936/3/30/15/HABITAT	99.00	MILLST09-9	P MILLSTONE BASIN HABITAT FOR HU	R	04/16/15	04/29/15			#13936	N
	15-00702	04/24/15	Inv.#13797, 13798, 13956,13581									
	1	Inv. #13797-Sr Const. Observer	42.50	SEYMO10-08	P SEYMOUR INVESTMENTS, LLC	R	04/24/15	04/29/15			#13797	N
	2	Inv. #13798-review w/s fees	130.00	SEYMO10-08	P SEYMOUR INVESTMENTS, LLC	R	04/24/15	04/29/15			#13798	N
	3	Inv #13956-punch lst,bond rele	233.50	SEYMO10-08	P SEYMOUR INVESTMENTS, LLC	R	04/24/15	04/29/15			#13956	N
	4	Inv. #13581 9/8/14-partial pmt	365.61	SEYMO10-08	P SEYMOUR INVESTMENTS, LLC	R	04/24/15	04/29/15			#13581	N
			<u>771.61</u>									
	15-00715	04/28/15	13955,13934,13926,13887,13950									
	1	13955	2014 ROAD PROGRAM	357.50	C-04-55-873-001-446	B ENGINEER-PARK WAY, GRANT AVE,HUTCHINSON	R	04/28/15	04/29/15		13955	N
	2	13934	2014 ROAD PROGRAM	1,797.50	C-04-55-873-001-446	B ENGINEER-PARK WAY, GRANT AVE,HUTCHINSON	R	04/28/15	04/29/15		13934	N
	3	13926	ENCHANTMENT	335.00	T-12-56-286-000-888	B ENCHANTMENT RESERVE	R	04/28/15	04/29/15		13926	N
	4	13887	ENCHANTMENT	240.00	T-12-56-286-000-888	B ENCHANTMENT RESERVE	R	04/28/15	04/29/15		13887	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
R0077 ROBERTS ENGINEERING GRP LLC Continued											
15-00715	04/28/15	13955,13934,13926,13887,13950	Continued								
5	13950	ENCHANTMENT	1,962.50	T-12-56-286-000-888	B ENCHANTMENT RESERVE	R	04/28/15	04/29/15		13950	N
			4,692.50								
15-00716 04/28/15 INV 13937, 13957 LITIGATION											
1	INV 13937, 13957	LITIGATION	408.50	5-01-20-155-001-033	B Litigation	R	04/28/15	04/29/15		13937	N
2	13957	LITIGATION	49.50	5-01-20-155-001-033	B Litigation	R	04/28/15	04/29/15		13957	N
			458.00								
Vendor Total:			15,946.86								
R1000 RUTGERS, STATE UNIVERSITY NJ											
15-00377	02/25/15	P. RIGGIO - CLERK CLASS									
1	PEGGY RIGGIO		673.00	5-01-20-120-001-042	B Education & Training	R	02/25/15	04/29/15		RIGGIO/ELECTION	N
Vendor Total:			673.00								
S0746 SAMZIES UNIFORMS, INC											
15-00320	02/20/15	CLOTHING ALLOWANCE - GORDY									
1	CLOTHING ALLOWANCE - GORDY		500.00	5-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	02/20/15	04/29/15		93899	N
15-00411 03/03/15 CLOTHING ALLOWANCE - BUCK											
1	CLOTHING ALLOWANCE - BUCK		1,010.89	5-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	03/03/15	04/29/15		BUCK	N
15-00437 03/06/15 CLOTHING ALLOWANCE - JIMENEZ											
1	CLOTHING ALLOWANCE - JIMENEZ		219.98	5-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	03/06/15	04/29/15		JIMENEZ	N
Vendor Total:			1,730.87								
S0061 SEA BOX											
15-00579	04/01/15	RENTAL INVOICE 3-31-15									
1	RENTAL INVOICE 3-31-15		75.00	5-01-26-310-001-025	B Building Rental	R	04/01/15	04/29/15		SI02540	N
Vendor Total:			75.00								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
W0156 SEARING, WILLIAM												
	15-00667	04/20/15	REIMBURSEMENT SOCKETS/WRENCHES									
	1		EVO TORK SOCKETS REIMBURSEMENT	8.99	5-09-55-501-002-503	B Sewer Plant Maintenance	R	04/20/15	04/29/15		REIMBURSEMENT	N
	2		ALLEN WRENCH SET TOOLS FOR RFP	11.99	5-09-55-501-002-503	B Sewer Plant Maintenance	R	04/20/15	04/29/15		REIMBURSEMENT	N
				20.98								
			Vendor Total:	20.98								
S0208 SIGNIFICANT DIGITS, INC												
	15-00598	04/02/15	INV 15H-156-065 DATED 1/5/15									
	1		INV 15H-156-065 LICENSING FEE	550.00	5-09-55-501-001-517	B Maint. Contracts - Office	R	04/02/15	04/29/15		15H-156-065	N
			Vendor Total:	550.00								
S0037 SONIA MARCOS												
	15-00709	04/28/15	COURT HELP 3/25 & 4/8/15									
	1		COURT HELP 3/25 & 4/8/15	150.00	5-01-20-176-000-114	B Court Assistance	R	04/28/15	04/29/15		3/25 & 4/8/15	N
			Vendor Total:	150.00								
T0030 THE TIMES												
	15-00641	04/15/15	LEGAL ADS 3/11-3/20-15									
	1		SPECIAL MEETING PARKS & REC	9.28	5-01-20-120-001-021	B Advertisements	R	04/15/15	04/29/15		1069277	N
	2		ORD 2015-02 INTRO - 3/20/15	28.71	5-01-20-120-001-021	B Advertisements	R	04/15/15	04/29/15		1089910	N
				37.99								
			Vendor Total:	37.99								
T0972 TIMBERWOLF TREE SERVICE												
	15-00578	04/01/15	BLACK LANDSCAPING MULCH									
	1		BLACK LANDSCAPING MULCH	450.00	5-01-28-369-001-140	B Landscape Maintenance	R	04/01/15	04/29/15			N
			Vendor Total:	450.00								
T0061 TOWNSHIP OF ROBBINSVILLE DPW												
	15-00648	04/15/15	VEHICLE MAINTENANCE									
	1		CAR 11 - CHECK ENGINE LIGHT ON	60.00	5-01-43-515-001-170	B Mechanic Services	R	04/15/15	04/29/15		1626	N
	2		CAR 11 - RIGHT HEADLIGHT INOP	43.75	5-01-43-515-001-170	B Mechanic Services	R	04/15/15	04/29/15		1633	N

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
T0061 TOWNSHIP OF ROBBINSVILLE DPW Continued											
15-00648	04/15/15	VEHICLE MAINTENANCE			Continued						
	3	CAR 1 - STALLS AFTER STARTING		68.54	5-01-43-515-001-170	B Mechanic Services	R	04/15/15	04/29/15	1635	N
	4	CAR 5 - CHECK WIPER BLADES		11.56	5-01-43-515-001-170	B Mechanic Services	R	04/15/15	04/29/15	1636	N
	5	CAR 12 - TOWED IN - NO START		108.57	5-01-43-515-001-170	B Mechanic Services	R	04/15/15	04/29/15	1637	N
	6	CAR 1 - CHECK STALLING		481.96	5-01-43-515-001-170	B Mechanic Services	R	04/15/15	04/29/15	1639	N
				<u>774.38</u>							
	Vendor Total:			774.38							
N0008 TREASURER, STATE OF NJ, DCA											
15-00714	04/28/15	DCA FEES JAN 1 - MARCH 31, 15									
	1	DCA FEES JAN 1 - MARCH 31, 15		3,254.00	5-01-55-003-000-002	B DCA Training Fees Due State	R	04/28/15	04/29/15	1/1/15-3/31/15	N
	Vendor Total:			3,254.00							
U0007 UNIVAR USA											
15-00361	02/24/15	RES 2015-37 MAGNESIUM HYDROXID			B						
	2	INV HB787980 MAG OX FLOMAG H		8,489.76	5-09-55-501-002-541	B Magnesium Hydroxide (Flomag H)Univar	R	02/24/15	04/29/15	HB789088	N
	Vendor Total:			8,489.76							
U0144 UPS											
14-02293	12/19/14	0000161Y33484									
	1	0000161Y33484 SENDER:SOPRONYI		74.16	4-01-30-421-001-022	B Postage & Express Charges	R	12/19/14	04/29/15	0000161Y33484	N
	2	CREDIT		5.70	4-01-30-421-001-022	B Postage & Express Charges	R	12/19/14	04/29/15	0000161Y33484	N
				<u>68.46</u>							
	Vendor Total:			68.46							
V0504 VAN CLEEF ENGINEERING ASSOC.											
15-00574	03/31/15	INV. 1501HG-2 3/11/2015									
	1	INV. 1501HG-2 3/11/2015		2,016.00	5-09-55-501-002-508	B Engineer	R	03/31/15	04/29/15	1501HG-2	N
	Vendor Total:			2,016.00							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
V0019 VERIZON												
	15-00717	04/29/15	WTP 201Z02932023918Y 4/16/15									
	1	WTP 201Z02932023918Y 4/16/15	64.98	5-09-55-501-003-545	B Telephone-w/S-VERIZON	R	04/29/15	04/29/15			201Z02932023918	N
	15-00718	04/29/15	HPE 201X06936613701Y 4/16/15									
	1	HPE 201X06936613701Y 4/16/15	155.88	5-01-31-440-001-089	B Telephone-VERIZON	R	04/29/15	04/29/15			201X06936613701	N
	15-00719	04/29/15	AWWTP 609490026752756Y 4/20/15									
	1	AWWTP 609490026752756Y 4/20/15	34.24	5-09-55-501-003-545	B Telephone-w/S-VERIZON	R	04/29/15	04/29/15			609490026752756	N
	Vendor Total:		255.10									
V0022 VERIZON WIRELESS												
	15-00713	04/28/15	442014572-00001 MDN 3/11-4/10									
	1	442014572-00001 MDN 3/11-4/10	200.20	5-01-43-507-001-029	B Maint. Contracts - Other	R	04/28/15	04/29/15			442014572-00001	N
	Vendor Total:		200.20									
W0071 WASTE MGMT OF NEW JERSEY, INC.												
	15-00668	04/20/15	INV 2582751-0502-5 4/1/15									
	1	INV 2582751-0502-5 4/1/15	405.06	5-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	04/20/15	04/29/15			258275105025	N
	15-00669	04/20/15	inv 0099920-2382-1 4/1/15									
	1	inv 0099920-2382-1 4/1/15	1,072.12	5-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	04/20/15	04/29/15			99920-2382-1	N
	Vendor Total:		1,477.18									
W0099 WATCHUNG SPRING WATER CO., INC												
	15-00603	04/07/15	INV 6417499 DATED 3/19/15									
	1	INV 6417499 DATED 3/19/15	49.95	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/07/15	04/29/15			6417499	N
	2	INV 6417499 DELIVERY FEE	4.99	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	04/07/15	04/29/15			6417499	N
			54.94									
	Vendor Total:		54.94									

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
W0005 WEB OUTBACK												
	15-00576	03/31/15	HARVEST FAIR PORT.REST.10/9/14									
	1		HARVEST FAIR PORT.REST.10/9/14	1,100.00	4-01-30-420-001-195	B Borough Events	R	03/31/15	04/29/15		10/9/2014	N
	Vendor Total:			1,100.00								
W0286 WEST WINDSOR TOWNSHIP												
	15-00612	04/13/15	2015 INTERLOCAL 1ST & 2ND QTRS									
	1		2015 INTERLOCAL 1ST & 2ND QTRS	14,015.50	5-01-43-511-001-026	B West Windsor Health Contract	R	04/13/15	04/29/15		1&2 QTR HEALTH	N
	Vendor Total:			14,015.50								
Y0025 YOSTEMBSKI, ROBERT												
	15-00589	04/02/15	PROSECUTOR FEES - MARCH 2015									
	1		PROSECUTOR FEES - MARCH 2015	1,200.00	5-01-25-275-001-111	B Municipal Prosecutor	R	04/02/15	04/29/15			N
	Vendor Total:			1,200.00								
<hr/>												
Total Purchase Orders:	86	Total P.O. Line Items:	158	Total List Amount:	169,930.85	Total Void Amount:	0.00					

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	4-01	8,372.87	0.00	8,372.87	0.00	0.00	0.00	8,372.87
	4-09	43.31	0.00	43.31	0.00	0.00	0.00	43.31
	Year Total:	8,416.18	0.00	8,416.18	0.00	0.00	0.00	8,416.18
CURRENT FUND	5-01	84,124.83	0.00	84,124.83	0.00	0.00	0.00	84,124.83
	5-09	66,725.68	0.00	66,725.68	0.00	0.00	0.00	66,725.68
	5-21	0.00	0.00	0.00	0.00	0.00	2,340.11	2,340.11
	Year Total:	150,850.51	0.00	150,850.51	0.00	0.00	2,340.11	153,190.62
GENERAL CAPITAL	C-04	2,155.00	0.00	2,155.00	0.00	0.00	0.00	2,155.00
TRUST OTHER - FUND #12	T-12	3,041.55	0.00	3,041.55	0.00	0.00	0.00	3,041.55
RCA-COAH RSCROW/MANALAPAN	T-25	2,790.00	0.00	2,790.00	0.00	0.00	0.00	2,790.00
HOUSING TRUST FUND-RECAPTURED FUNDS	T-26	337.50	0.00	337.50	0.00	0.00	0.00	337.50
	Year Total:	6,169.05	0.00	6,169.05	0.00	0.00	0.00	6,169.05
Total of All Funds:		167,590.74	0.00	167,590.74	0.00	0.00	2,340.11	169,930.85

Project Description	Project No.	Rcvd Total	Held Total	Project Total
HIGHTS REALTY LLC	2015-01	1,102.00	0.00	1,102.00
ESCROW DEPOSIT	MCK01-14	367.50	0.00	367.50
MILLSTONE BASIN HABITAT FOR HU	MILLST09-9	99.00	0.00	99.00
SEYMOUR INVESTMENTS, LLC	SEYMO10-08	771.61	0.00	771.61
Total of All Projects:		<u>2,340.11</u>	<u>0.00</u>	<u>2,340.11</u>

Resolution 2015-123

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO HIRE ONE NEW FULL-TIME REGULAR POLICE OFFICER

WHEREAS, due to the retirement of an Officer, and in order to maintain the health, safety and welfare of the public at large, the Hightstown Borough Council has determined that it is necessary to hire a rank and file police officer for the Borough; and

WHEREAS, Section 2-19.7 of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” governs the procedure relating to application for, and appointment to, the position of police officer of any rank within the Borough; and

WHEREAS, pursuant to Subsection 2-19.7(b), the Lieutenant has recommended that the Borough Council appoint Ryan S. Buck, of Tinton Falls, New Jersey as a Hightstown Borough Police Officer; and

WHEREAS, appointee Ryan S. Buck is a certified Class II officer who will require a waiver issued by the New Jersey Police Training Commission (“PTC”); and

WHEREAS, a PTC waiver is issued to officers who have graduated from a PTC approved academy and who only require a few courses of instruction for full certification; and

WHEREAS, it is the intention of the Borough that appointee Buck shall be enrolled in said Academy to commence with courses of instruction as soon as possible; and

WHEREAS, the employment of appointee Buck shall be conditioned upon his passing all applicable Borough requirements; and

WHEREAS, the employment of appointee Buck shall additionally be conditioned upon qualifying for PTC waivers, as indicated above; and

WHEREAS, the employment of appointee shall additionally be conditioned upon appointee Buck executing the Hightstown Borough Police Department Employment and Payment Reimbursement Agreement; and

WHEREAS, the Hightstown Borough Council believes that the hiring of the new police officer as referenced above is in the best interests of the health, safety and welfare of the Borough’s residents.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

1. That the individual referenced above is hereby appointed to serve as full-time regular police officer for the Borough of Hightstown, contingent upon the conditions set forth in this Resolution.
2. That the employment of the new officer shall be conditioned upon passing all applicable Borough requirements.
3. That the employment of appointee Buck shall additionally be conditioned upon his qualifying for PTC waivers, as indicated above.
4. That the employment of appointee Buck shall additionally be conditioned upon appointee Buck

executing the Hightstown Borough Police Department Employment and Payment Reimbursement Agreement.

5. That all other terms and conditions of employment relating to the new hire shall be as set forth in the existing PBA Agreement, as modified by the afore-mentioned "Grievance Settlement Agreement."

7. That all appropriate Borough officials are hereby authorized and directed to take all appropriate actions in furtherance of the intentions set forth in this Resolution.

8. That a certified copy of this Resolution shall be provided to each of the following:

- a. Appointee Ryan S. Buck;
- b. Lieutenant Frank Gendron;
- c. Police Commissioner Seth Kurs;
- d. Elizabeth Garcia, Esq., Borough Labor Counsel; and
- e. Frederick C. Raffetto, Esq., Borough Attorney.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 4, 2015.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2015-124

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

RESCINDING THE AWARD OF CHEMICALS FOR MAIN POOL & CHEMICAL CO., INC AS NON-RESPONSIVE

WHEREAS, at the meeting of January 20, 2015 the Borough Council awarded the following chemical contracts to Main Pool and Chemical Co., Inc. of Dupont, Pennsylvania:

Bactericide (Resolution 2015-31)	Calcium Hypochlorite (Resolution 2015-32)
Fluosilicic Acid (Resolution 2015-33)	Ice Melt (Resolution 2015-35)
Sodium Bicarbonate (Resolution 2015-39)	Sodium Bisulfite (Resolution 2015-40)

; and

WHEREAS, Main Pool & Chemical Co., Inc. has neglected to returned the executed agreement, performance bond and insurance certificate as required pursuant to the bid specifications and Local Public Contract Law; and

WHEREAS, the Borough Engineer and Purchasing Agent have recommended that all the resolutions awarding contracts as noted above be rescinded and award the contracts to the second lowest bidder for each; and

WHEREAS, the Borough Engineer has also recommended that the Borough recover the difference in chemical costs between Main Pool & Chemical Co., Inc. and the second lowest bidder by making a claim on their bid bond.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

1. That all awarded contracts for the purchase of chemicals to Main Pool & Chemical Co., Inc. as set forth in this Resolution are hereby rescinded.
2. That the Borough shall make claim against the Main Pool & Chemical Co., Inc. bid bond.
3. That a certified copy of this Resolution shall be provided to each of the following:
 - a. Main Pool & Chemical Co., Inc.;
 - b. Frederick C. Raffetto, Esq., Borough Attorney;
 - c. Carmela Roberts, Borough Engineer.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 4, 2015.

Margaret M. Riggio
Deputy Borough Clerk



1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

April 21, 2015

Mayor and Council
Borough of Hightstown
148 North Main Street
Hightstown, NJ 08520

Re: Receipt of Bids
Chemical Purchases
AWWTP and WTP
Our File No.: H1665

Dear Mayor and Council:

Bids were received for chemical purchases and sludge disposal for the Advanced Wastewater Treatment Plant and Water Treatment Plant on December 30, 2014. Since that time we have successfully assisted the Borough in having contracts signed and bonds approved, for all bidders with the exception of Main Pool and Chemical Co., Inc. of Dupont, PA. On February 10, 2015 we first notified Main Pool and Chemical Co., Inc. that they were the low bidder for:

1. Fluorosillic Acid
2. Sodium Bicarbonate
3. Calcium Hypochlorite
4. Sodium Bisulfite
5. Bactericdie and
6. Ice Melt

After repeated attempts requesting that the contract bonds and insurance certificates be returned I am recommending that the Borough rescind all contract awards to Main Pool and Chemical Co., Inc. and instead award contracts to the second bidder.

Therefore my recommendations are as follows:

1. **Fluorosillic Acid (Fluoride)** – Three bids were received for Fluorosillic Acid (Fluoride) as follows:

▪ Main Pool & Chemical Co., Inc. Dupont, PA	\$6.39/gal.	\$23,643.00 Non-Responsive
▪ Univar USA, Inc. Middletown, PA	\$6.49/gal.	\$24,013.00
▪ George S. Coyne Chemical Co., Inc. Croydon, PA	\$9.155/gal.	\$33,873.50

The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a two (2) year contract for Fluorosillic Acid to Univar USA, Inc. of Middletown, PA, at a unit price of \$6.49/gal. for a total amount of \$24,013.00

2. **Sodium Bicarbonate** – Three bids were received for Sodium Bicarbonate as follows:

▪ Main Pool & Chemical Co., Inc. Dupont, PA	\$0.32/lb.	\$78,240.00 Non-Responsive
▪ Univar USA, Inc. Middletown, PA	\$0.355/lb.	\$86,797.50
▪ George S. Coyne Chemical Co., Inc. Croydon, PA	\$0.4231/lb.	\$105,648.45

The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a two (2) year contract for Sodium Bicarbonate to Univar USA, Inc. of Middletown, PA at a unit price of \$0.355/lb. for a total amount of \$86,797.50.

3. **Calcium Hypochlorite** – Three bids were received for Calcium Hypochlorite as follows:

▪ Main Pool & Chemical Co., Inc. Dupont, PA	\$1.99/lb.	\$2,885.50 Non-Responsive
▪ George S. Coyne Chemical Co., Inc. Croydon, PA	\$2.0588/lb.	\$2,985.26
▪ Univar USA, Inc. Middletown, PA	\$2.35/lb.	\$3,407.50

The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a two (2) year contract for Calcium Hypochlorite to George S. Coyne Chemical Co., Inc. of Croydon, PA at a unit price of \$2.0588/lb. for a total amount of \$2,985.26.

4. **Sodium Bisulfite** – Three bids were received for Sodium Bisulfite as follows:

▪ Main Pool & Chemical Co., Inc. Dupont, PA	\$1.12/lb.	\$739.20 Non-Responsive
▪ Univar USA, Inc. Middletown, PA	\$1.14/lb.	\$752.40
▪ George S. Coyne Chemical Co., Inc. Croydon, PA	\$2.7748/lb.	\$1,831.37

The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a two (2) year contract for Sodium Bisulfite to Univar USA, Inc. of Middletown, PA at a unit price of \$1.14/lb. for a total amount of \$752.40.

Receipt of Bids
 Chemical Purchases
 Our File No.: H1665
 Page 3 of 3

5. **Bactericide** – Two bids were received for Bactericide as follows:

▪ Main Pool & Chemical Co., Inc. Dupont, PA	\$3.60/lb.	\$4,320.00 Non-Responsive
▪ Univar USA, Inc. Middletown, PA	\$4.15/lb.	\$4,980.00

The low bid documents were reviewed and found to be in order. Therefore, I recommend award of a two (2) year contract for Bactericide to Univar USA, Inc. of Middletown, PA at a unit price of \$4.15/lb. for a total amount of \$4,980.00

6. **Ice Melt** – One bid was received for Ice Melt as follows:

▪ Main Pool & Chemical Co., Inc. Dupont, PA	\$0.46/lb.	\$1,840.00
--	------------	------------

I recommend that this chemical be purchased directly by the Borough's Qualified Purchasing Agent. This is available at several local stores.

Additionally, it is my recommendation that the Borough recover the difference in chemical costs between Main Pool & Chemical Co., Inc. and the second bidder by making a claim on each bid guarantee submitted by Main Pool & Chemical Co., Inc.

Very truly yours,

Carmela Roberts, P.E.
 Borough Engineer

cc: Henry Underhill, Borough Administrator
 Debra Sopronyi, Borough Clerk
 Frederick C. Raffetto, Esq., Borough Attorney
 Janice Mohr-Kminek, Treasurer
 George Lang, CFO
 Main Pool & Chemical Co., Inc.

Resolution 2015-125

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AWARDING CONTRACTS FOR VARIOUS CHEMICALS – UNIVAR USA, INC.

WHEREAS, bids were received on December 30, 2014 for various chemicals for the Water Treatment Plant and Advanced Waste Water Treatment Plant in Hightstown Borough; and

WHEREAS, several bids were awarded to Main Pool & Chemical Co., Inc. on January 20, 2015 with said contract to be effective February 1, 2015; and

WHEREAS, Main Pool & Chemical Company, Inc. neglected to return the contract and performance bond causing the Borough Council to rescind the contracts as non-responsive; and

WHEREAS, it is the recommendation of the Borough Engineer that the following chemicals be awarded to Univar USA, Inc. for the period remaining on the contracts as noted in the original bid specifications:

<u>CHEMICAL</u>	<u>COST</u>	<u>CONTRACT AMT.</u>
Fluorosilic Acid	\$6.49 per gallon	\$24,013.00
Sodium Bicarbonate	\$0.355 per pound	\$86,797.50
Sodium Bisulfite	\$1.14 per pound	\$752.40
Bactericide	\$4.15 per pound	\$4,980.00

; and

WHEREAS, funds will be made available in the 2015 and 2016 budgets for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that contracts for the chemicals as noted herein are hereby awarded to Univar USA, Inc. of Middletown, Pennsylvania effective immediately.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 4, 2015.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2015-126

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AWARDING A CONTRACT FOR CALCIUM HYPOCHLORITE – GEORGE S. COYNE CHEMICAL CO., INC.

WHEREAS, bids were received on December 30, 2014 for Calcium Hypochlorite for the Water Treatment Plant and Advanced Waste Water Treatment Plant in Hightstown Borough; and

WHEREAS, the contract was awarded to Main Pool & Chemical Co., Inc. on January 20, 2015 with said contract to be effective February 1, 2015; and

WHEREAS, Main Pool & Chemical Company, Inc. neglected to return the contract and performance bond causing the Borough Council to rescind the contract as non-responsive; and

WHEREAS, it is the recommendation of the Borough Engineer that the contract for Calcium Hypochlorite be awarded to George S. Coyne Chemical Co., Inc. for the period remaining on the contracts as noted in the original bid specifications; and

WHEREAS, funds will be made available in the 2015 and 2016 budgets for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that contracts for Calcium Hypochlorite as noted herein is hereby awarded to George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania effective immediately.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 4, 2015.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2015-127

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

RECOGNIZING MUNICIPAL CLERKS' WEEK MAY 3 – 9, 2015

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government that exists throughout the world; and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, The Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations; and

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, Be It Resolved by the Mayor and Borough Council of Hightstown Borough that we recognize the week of May 3 through May 9, 2015, as Municipal Clerks' Week, and further extend appreciation to our Municipal Clerk, Debra L. Sopronyi and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on May 4, 2015.

Margaret M. Riggio
Deputy Borough Clerk



The Borough of Hightstown

Administration Office

156 Bank Street, Hightstown, New Jersey 08520

Phone – (609) 490-5100, ext 701

Fax – (609) 371-0267

FROM THE DESK OF
Henry M. Underhill
BOROUGH ADMINISTRATOR

TO: Mayor and Council
DATE: April 14, 2015
RE: Replacement of Ladder Truck

The committee has met with several times with the representatives of the Fire Department regarding the purchase of a new ladder truck to replace the one purchased in 1988. The discussions reviewed the options available. Those being, purchase new, purchase demo, or refurbish. All concerned agreed refurbishing was not the best option. It would have a short life and it would not include new technology upgrades. The demo truck was available at a saving but was not set up the way the department would prefer. The current truck is out of date with current NFPA standards. It was agreed that buying new would get the best truck for the job.

The next step was to broaden the review to other manufacturers. E-1, ferrarra, Smeal and were reviewed. Site visits to inspect the different manufacturers were conducted. Price estimates were reviewed. After a thorough process they have selected Ferrara as the preferred vendor. That company is available thru a cooperative purchasing option, and the estimated price is \$948,000 or about \$150,000 less than the E-1. Ferrara has previously sold fire apparatus to the Borough and the firemen have been very happy with the quality and reliability. Ferrara has a service operation in state and they are very responsive to maintenance needs.

The existing ladder truck is beginning to have maintenance issues. Items such as water tank, and brakes and transmission have been issues. Over \$17,000 spent from 2014 budget to maintain. At the same time annual certification of the ladder becomes more difficult. That situation combined with a stated build time of 365 days has led the committee to evaluate should beginning the purchase process in 2015 be the recommended action.

There is an opportunity to apply for a federal assistance to firefighters grant later this year. Grants for apparatus are more difficult than those requesting equipment. It would also appear from prior awards that the grants for apparatus are partial grants. A discussion with a grant writer says that one of the grant application considerations is average age of all fire apparatus owned by town. The average must be over 15 years. Currently we meet the requirement. If not taken advantage of a new truck would change the average for several years. Another key item is if the truck to be funded is an unsafe truck. Finally once we bond and award a contract we cannot seek grant for that truck. Any new truck purchase requires additional equipment. A grant application for that equipment could be more successful.

The committee also discussed the budget impact of buying a new truck. With an estimate of \$950,000, the down payment is approximately \$50,000. The proposed 2015 budget can accommodate that number. We continue to review the process and await comments from the manufacturer concerning a credit for a partial payment. Such a payment would earn a credit which would reduce the overall cost. In any case the debt service portion of the 2015 and 2016 budget should not be affected.

A possible time line would be:

- 1 Public report by committee at the May work session
- 2 If approved introduce a capital ordinance in June, (after budget adoption)
- 3 Approve the capital Ord. in July

Between May and July the firemen and borough would refine the paper work required by the purchasing co-op, and coordinate with Ferrara. At the same time we would look to auction off the old truck. Anticipated revenue \$35,000 to \$75,000.



NEW JERSEY GENERAL ASSEMBLY

ROBERT J. AUTH
 ASSEMBLYMAN
 NEW JERSEY 39TH LEGISLATIVE DISTRICT
 AsmAuth@njleg.org

COMMITTEES
 FINANCIAL INSTITUTION
 AND INSURANCE
 STATE AND LOCAL GOVERNMENT



March 2015

Borough of Heightstown
 Attn: Mayor & Council
 156 Bank Street
 Hightstown, NJ 08520

Dear Mayor and Members of the Council:

Enclosed for your review, please find a copy of a bill I have introduced in the New Jersey General Assembly. This Bill, the Transparent Tax Act of 2015, is intended to provide clarity to local property taxpayers and to share proportionally the burden of assessment appeal refunds between all taxing authorities.

It is my intent that this provision will remind municipal property taxpayers that while a municipality, by law, is charged with the responsibility to issue property tax bills on behalf of not only itself, but all taxing districts (county, schools, fire district, etc.) the amount of the property taxes attributed to municipal purposes generally does not make up the largest portion of the property tax bill.

This Bill would require the municipal tax collector to send notice of the pro rata share of the property tax appeal refunds paid by the municipality during the tax year to the county, school districts and fire districts for inclusion in their annual budgets. In the following tax year in which the refunds were paid, the municipal tax collector is then required to deduct the applicable pro rata share of the property tax refund from the amounts to be paid to the county and each school and fire district.

If you agree with my proposal, I would respectfully ask that your council vote on a resolution in support of Bill A4235, the "Transparent Tax Act of 2015."

Sincerely,

Robert J. Auth

Please mail a copy of your completed resolution to:

Senator Linda R. Greenstein - 1249 South River Road, Suite 105, Cranbury, NJ 08512
 Assemblyman Daniel R. Benson - 3691A Nottingham Way., Hamilton Square, NJ 08690
 Assemblyman Wayne P. DeAngelo - 4621A Nottingham Way, Hamilton, NJ 08690
 Governor Chris Christie - Office of the Governor, PO Box 001, Trenton, NJ 08625

□ 350 MADISON AVENUE
 CRESSKILL, NJ 07626
 PHONE: (201) 567-2324
 FAX: (201) 567-8514

□ 1069 RINGWOOD AVENUE, SUITE 312
 HASKELL, NJ 07420
 PHONE: (862) 248-0491
 FAX: (862) 248-0494

SAMPLE RESOLUTION

**FROM THE BOROUGH CLERK'S OFFICE
SUPPORTING THE TRANSPARENT TAX ACT OF 2015**

R E S O L U T I O N

WHEREAS, Assembly Bill No. A-4325 supplementing chapter 4 of Title 54, R.S.54:4-65 and designated the "Transparent Tax Act of 2015" is being considered for adoption by the New Jersey State Assembly; and,

WHEREAS, the amendment would permit the local jurisdiction to print separate tax bills to each taxpayer, one showing the amount of property taxes due and payable for municipal tax purposes, the other shall state the amount of property taxes due and payable for county purposes, school purposes, fire district purposes, and for the purposes of any other special district on behalf of which the municipality collects property taxes; and,

WHEREAS, both bills shall include a brief tabulation showing the distribution of the total amount to be raised by taxes; and,

WHEREAS, A-4325 would require the municipal tax collector to send notice of the pro rata share, if any, of the property tax appeal refunds paid by the municipality during the tax year to the county, school districts, and fire districts for inclusion in their annual budgets;

WHEREAS, in the following tax year in which the refunds were paid, the municipal tax collector is then required to deduct the applicable pro rata share of the property tax refund from the amounts to be paid to the county, and each school and fire district; and,

WHEREAS, these amendments, if adopted, will assist the general public to understand the tax bill, the structure of the taxes, and the level of support for each agency, and will further provide a more equitable structure to share the obligation of paying approved tax appeals as the title states, creates transparency in the tax supporting local assessments.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough/City/Township of _____, County of _____, and State of New Jersey, hereby supports Assembly Bill A-4235 amending Title 54:4-65 and urges the Legislature to approve and pass the bill for the reasons expressed herein; and,

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the members of the NJ State Assembly, the members of the NJ Senate, and the Governor of the State of NJ, the New Jersey State League of Municipalities, the Municipal Clerks' Association of New Jersey, and all Bergen County municipalities.

INTRODUCED BY :

SECONDED BY :

ROLL CALL :	Councilman/woman	Councilman/woman
	Councilman/woman	Councilman/woman
	Councilman/woman	Councilman/woman

APPROVED : _____
_____, Mayor

ATTEST : _____
_____, RMC, Borough Clerk

DATED : XX, XX, 2015

ASSEMBLY, No. 4235

STATE OF NEW JERSEY

216th LEGISLATURE

INTRODUCED FEBRUARY 24, 2015

Sponsored by:
Assemblyman ROBERT AUTH
District 39 (Bergen and Passaic)

SYNOPSIS

Permits municipalities to issue two separate property tax bills to property taxpayers; requires fire districts, school districts, and county governments to share in burden of property assessment appeal refunds.

CURRENT VERSION OF TEXT

As introduced.



A4235 AUTH

2

1 AN ACT designated the "Transparent Tax Act of 2015," amending
 2 various parts of the statutory law, and supplementing chapter 4
 3 of Title 54 of the Revised Statutes.

4
 5 **BE IT ENACTED** by the Senate and General Assembly of the State
 6 of New Jersey:

7
 8 1. R.S.54:4-65 is amended to read as follows:
 9 54:4-65. a. The Director of the Division of Local Government
 10 Services in the Department of Community Affairs shall approve the
 11 form and content of property tax bills.

12 b. (1) **Each** Except in those municipalities that send out two
 13 separate property tax bills as permitted in subsection f. of this
 14 section, each tax bill shall have printed thereon a brief tabulation
 15 showing the distribution of the amount raised by taxation in the
 16 taxing district, in such form as to disclose the rate per \$100.00 of
 17 assessed valuation or the number of cents in each dollar paid by the
 18 taxpayer which is to be used for the payment of State school taxes,
 19 other State taxes, county taxes, local school expenditures, free
 20 public library taxes, and other local expenditures. The last named
 21 item may be further subdivided so as to show the amount for each
 22 of the several departments of the municipal government. In lieu of
 23 printing such information on the tax bill, any municipality may
 24 furnish the tabulation required hereunder and any other pertinent
 25 information in a statement accompanying the mailing or delivery of
 26 the tax bill.

27 (2) When a parcel receives a homestead property tax credit
 28 pursuant to the provisions of P.L.2007, c.62 (C.18A:7F-37 et al.),
 29 the amount of the credit shall be included with the tax calculation as
 30 a reduction in the total tax calculation for the year. One-half of the
 31 amount of the credit shall be deducted from taxes otherwise due for
 32 the third installment and the remaining one-half shall be deducted
 33 from taxes otherwise due for the fourth installment.

34 (3) There shall be included on or with the tax bill the delinquent
 35 interest rate or rates to be charged and any end of year penalty that
 36 is authorized and any other such information that the director may
 37 require from time to time.

38 c. The tax bill shall also include a calculation stating the
 39 amounts of State aid and assistance received by the municipality,
 40 school districts, special districts, free public libraries, and county
 41 governments that offset property taxes that are otherwise due on
 42 each parcel. The director shall certify to each tax collector the
 43 amounts of said State aid and assistance that shall serve as the basis
 44 for the calculation for each parcel. The director shall set standards
 45 for the calculation and display of the statement on the tax bill.

46 d. The tax bill or form mailed with the tax bill shall include

EXPLANATION – Matter enclosed in bold-faced brackets **[thus]** in the above bill is
 not enacted and is intended to be omitted in the law.

Matter underlined thus is new matter.

A4235 AUTH

3

1 thereon the date upon which each installment is due.

2 e. If a property tax bill includes in its calculation a homestead
3 property tax credit, the bill shall, in addition to the calculation
4 showing taxes due, either display a notice concerning the credit on
5 the face of the property tax bill or with a separate notice, with the
6 content and wording as the director provides.

7 f. (1) In lieu of sending one property tax bill to each taxpayer
8 as otherwise provided in subsection b. of this section, the governing
9 body of a municipality may, by resolution, authorize the tax
10 collector to issue two separate property tax bills to each property
11 taxpayer within the taxing district. One tax bill shall state only the
12 amount of property taxes due and payable for municipal purposes.
13 The second property tax bill shall state the amount of property taxes
14 due and payable, after allowance any property tax deductions that
15 are permitted by law, for county purposes, school purposes, fire
16 district purposes, and for the purposes of any other special district
17 on behalf of which the municipality collects property taxes.

18 Both tax bills shall include a brief tabulation showing the
19 distribution of the total amount raised by property taxation in the
20 taxing district by purpose of tax in such form as to disclose the rate
21 per \$100 of assessed valuation or the number of cents in each dollar
22 paid by the taxpayer to be used for the payment of the taxes shown
23 on each property tax bill.

24 In the event that other State or local taxes are imposed, and are to
25 be collected, locally after the effective date of P.L. _____,
26 c. (pending before the Legislature as this bill), only those
27 additional taxes to be raised for municipal budgets shall appear on
28 the municipal purposes property tax bill. All other such taxes shall
29 appear on the second property tax bill along with county purposes
30 property taxes, school purposes property taxes, fire district purposes
31 property taxes, and property taxes for any other special district on
32 behalf of which the municipality collects property taxes.

33 (2) A mortgage company making property tax payments on
34 behalf of a taxpayer shall not be required to make separate
35 municipal and non-municipal tax payments to a municipality even
36 though the mortgage company receives two separate property tax
37 bills from a municipality.

38 (3) The Director of the Division of Local Government Services
39 in the Department of Community Affairs shall, pursuant to the
40 "Administrative Procedure Act." P.L.1968, c.410 (C.52:14B-1 et
41 seq.), promulgate such rules and regulations, and design such forms,
42 as are necessary to effectuate the purposes of this subsection.

43 (cf: P.L.2011, c.38, s.5)

44
45 2. (New section) a. The total of the amount of property tax
46 appeal refunds paid by a municipality during a tax year shall be
47 apportioned by the municipal tax collector between the

A4235 AUTH

4

1 municipality, county, school district, fire districts, and any other
2 taxing district operating within the boundaries of the municipality.

3 b. The tax collector shall send a notice to the county, school
4 district, fire districts, and any other taxing district, setting forth
5 their pro rata share of the property tax appeal refunds paid by the
6 municipality during the tax year, for inclusion into their subsequent
7 annual budgets.

8 c. In the year following the tax year in which the property tax
9 appeal refunds were paid, the municipal tax collector shall deduct
10 the applicable pro rata share from the amounts to be paid to the
11 county and each school district, fire district, and any other taxing
12 district, as required by N.J.S.40A:14-79, R.S.54:4-74, and
13 R.S.54:4-75.

14
15 3. N.J.S.40A:14-79 is amended to read as follows:

16 40A:14-79. Upon proper certification pursuant to section 9 of
17 P.L.1979, c.453 (C.40A:14-78.5), the assessor of the municipality
18 in which the fire district is situate shall assess the amount to be
19 raised by taxation to support the district budget against the taxable
20 property therein, in the same manner as municipal taxes are
21 assessed and the said amount shall be assessed, levied and collected
22 at the same time and in the same manner as other municipal taxes.

23 For the purposes of this section:

24 "District tax due" or "tax due" means the total sum of the amount
25 so assessed less the district's proportionate share of the property
26 taxes no longer owed by the municipality pursuant to the blue acres
27 property tax exemption established by subsection b. of section 1 of
28 P.L.2013, c.261 (C.54:4-3.3g) [and] , less any applicable credit
29 established by subsection e. of section 1 of P.L.2013, c.261 (C.54:4-
30 3.3g) plus the district's proportionate share of the property taxes
31 refunded by the municipality in the preceding tax year pursuant to
32 subsection a. of section 2 of P.L. , c. (C.) (pending before
33 the Legislature as this bill).

34 The collector or treasurer of the municipality in which said
35 district is situate shall pay over all district tax due to the treasurer or
36 custodian of funds of said fire district as follows: on or before
37 April 1, an amount equaling 21.25% of all tax due; on or before
38 July 1, an amount equaling 22.5% of all tax due; on or before
39 October 1, an amount equaling 25% of all tax due; and on or before
40 December 31, an amount equaling the difference between the total
41 of all tax due, and the total of the quarterly amounts of such moneys
42 previously paid over to the fire district. These moneys are to be
43 held and expended for the purpose of providing and maintaining
44 means for extinguishing fires in such district.

45 Notwithstanding anything herein to the contrary, the municipal
46 governing body may authorize, in the cash management plan
47 adopted by it pursuant to N.J.S.40A:5-14, a schedule of payments
48 of fire district tax due by which an amount greater than required on

A4235 AUTH

5

1 any of the first three payment dates cited herein may be paid over.
 2 The municipal governing body and board of fire commissioners
 3 may, by concurrent resolution, adopt a schedule of payments of fire
 4 district tax due by which an amount less than required on any of the
 5 first three payment dates cited herein may be paid over. Such
 6 resolution shall be included in the cash management plan adopted
 7 by the municipal governing body pursuant to N.J.S.40A:5-14.

8 The commissioners may also pay back, or cause to be paid back
 9 to such municipality, any funds or any part thereof paid to the
 10 treasurer or custodian of funds of such fire district by the collector
 11 or treasurer of the municipality, representing taxes levied for fire
 12 district purposes but not actually collected in cash by said collector
 13 or treasurer.

14 (cf: P.L.2013, c.261, s.2)

15

16 4. R.S.54:4-74 is amended to read as follows:

17 54:4-74. For the purpose of this section:

18 "County tax due" or "tax due" means the total sum of the amount
 19 so assessed less the county's proportionate share of the property
 20 taxes no longer owed by the municipality pursuant to the blue acres
 21 property tax exemption established by subsection b. of section 1 of
 22 P.L.2013, c.261 (C.54:4-3.3g) [and] , less any applicable credit
 23 established by subsection e. of section 1 of P.L.2013, c.261 (C.54:4-
 24 3.3g) plus the district's proportionate share of the property taxes
 25 refunded by the municipality in the preceding tax year pursuant to
 26 subsection a. of section 2 of P.L. , c. (C.) (pending before
 27 the Legislature as this bill).

28 The governing body of each municipality shall cause to be paid
 29 to the treasurer of the county, in four installments, the amount of
 30 county tax due, and the other county taxes required to be assessed
 31 and raised in such municipality, on the fifteenth day of the month in
 32 which each installment of taxes shall become payable, except, that
 33 in those years when the third installment has been determined by
 34 the tax collector to be due after August 10, the installment shall be
 35 due no later than five days after the twenty-fifth day from when the
 36 tax bill was mailed or otherwise delivered pursuant to subsection a.
 37 of R.S.54:4-64, but no later than September 15. The amount to be
 38 payable as each of the first two installments shall be one-quarter of
 39 the total county tax due and one-quarter of the other total county
 40 taxes finally levied against the municipality for the preceding year,
 41 and the amount to be payable for the third and fourth installments
 42 shall be the county tax due, and for the other county taxes the full
 43 tax as levied, for the current year, less the amount charged as the
 44 first and second installments. The total amount thus found to be
 45 payable as the last two installments shall be divided equally for and
 46 as each installment. The governing body of each municipality shall
 47 cause to be paid to the county treasurer on December fifteenth of
 48 each year all of the taxes required to be assessed and raised by

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6

1 taxation in such taxing district for State school and other State
2 purposes.

3 (cf: P.L.2013, c.261, s.3)

4

5 5. R.S.54:4-75 is amended to read as follows:

6 54:4-75. For the purpose of this section:

7 "School tax due" or "tax due" means the total sum of the amount
8 so assessed less the school district's proportionate share of the
9 property taxes no longer owed by the municipality pursuant to the
10 blue acres property tax exemption established by subsection b. of
11 section 1 of P.L.2013, c.261 (C.54:4-3.3g) **[and]** , less any
12 applicable credit established by subsection e. of section 1 of
13 P.L.2013, c.261 (C.54:4-3.3g) plus the district's proportionate share
14 of the property taxes refunded by the municipality in the preceding
15 tax year pursuant to subsection a. of section 2 of P.L. ,
16 c. (C.) (pending before the Legislature as this bill).

17 The governing body of each municipality shall pay over to the
18 board secretary or treasurer of school moneys, as appropriate, in the
19 case of school districts in which appropriations for school purposes
20 are made by the inhabitants of the school district, within forty days
21 after the beginning of the school year, twenty per centum (20%) of
22 the moneys from school tax due, and thereafter, but prior to the last
23 day of the school year, the balance of the moneys from school tax
24 due for school purposes in such amounts as may be requested from
25 time to time by the Board of Education, within thirty days after
26 each request. The Board of Education shall not request any more
27 money at any one time than shall be required for its expenditures
28 for a period of eight weeks in advance; provided, however, that the
29 Board of Education may at any time, but not earlier than fifteen
30 days prior to the beginning of the school year, request sufficient
31 moneys to meet all interest and debt redemption charges maturing
32 during the first forty days of the school year. The governing body
33 may make payments of such moneys in advance of the time and in
34 excess of the amounts required by this section. Notwithstanding
35 provisions of this section to the contrary, in those years when the
36 third installment of property taxes has been determined by the tax
37 collector to be due after August 10, the installment shall be due no
38 later than five days after the twenty-fifth day from when the tax bill
39 was mailed or otherwise delivered pursuant to subsection a. of
40 R.S.54:4-64, but no later than September 1.

41 (cf: P.L.2013, c.261, s.4)

42

43 6. This act shall take effect immediately but subparagraphs (1)
44 and (2) of subsection f. of section 1 of this act shall remain
45 inoperative until January 1 next following enactment.

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7

STATEMENT

1

2

3 This bill is designated the "Transparent Tax Act of 2015." It is
4 intended to provide clarity to local property taxpayers and to share
5 the burden of assessment appeal refunds between all local taxing
6 districts.

7 Specifically, sections 1 and 2 of this bill would allow
8 municipalities, upon adoption of a resolution by the governing
9 body, to send to each property taxpayer two separate tax bills, one
10 indicating the amount due and payable for municipal purposes
11 property taxes, and the other indicating the amount due and payable
12 for county purposes property taxes, school purposes property taxes,
13 fire district purposes property taxes and any appropriate special
14 district taxes, less any property tax deductions that are permitted by
15 law.

16 A mortgage company making property tax payments on behalf of
17 a taxpayer would not be required to make separate municipal and
18 non-municipal tax payments to a municipality even though the
19 mortgage company received two separate property tax bills from a
20 municipality.

21 Those municipalities which choose not to send out two separate
22 tax bills would be required to continue sending out one tax bill that
23 indicates the amount of tax to be paid for municipal, county, school,
24 fire district, and other special district purposes as provided in
25 R.S.54:4-65.

26 It is the sponsor's intent that this provision will remind
27 municipal property taxpayers that while a municipality, by law, is
28 charged with the responsibility to issue property tax bills on behalf
29 of not only itself, but all taxing districts (county, school district, fire
30 district, etc.), the amount of property taxes attributable to municipal
31 purposes generally does not make up the largest portion of the
32 property tax bill.

33 Sections 3 through 6 of this bill would require county
34 governments, school districts, fire districts and other taxing districts
35 to share in the burden of paying for property tax refunds. Under
36 current law, only the county shares in this burden with
37 municipalities through the county tax equalization process. The bill
38 requires the municipal tax collector to send a notice of the pro rata
39 share of the property tax appeal refunds paid by the municipality
40 during the tax year to the county, school districts and fire districts
41 for inclusion into their annual budgets. In the year following the
42 tax year in which the refunds were paid, the municipal tax collector
43 is then required to deduct the applicable pro rata share of the
44 property tax refunds from the amounts to be paid to the county and
45 each school district and fire district as required by N.J.S.40A:14-79,
46 R.S.54:4-74 and R.S.54:4-75.

47 It is intended that this provision will ease the burden of property
48 assessment appeal refunds on municipal budgets by spreading the

A4235 AUTH

8

- 1 amount of a taxpayer refund proportionately between all taxing
- 2 districts on behalf of which a municipality collects property taxes.

Borough of Hightstown Parks and Recreation Commission

Application for Municipal Park Use by 25 or more persons

Name of Applicant: Community Action Service Center DBA
If organization, list officers: Rise

<u>Name</u>	<u>Address</u>	<u>Tel. No.</u>
Leslie Koppel	116 N Main St - Hightstown NJ 08520	
(Board list attached)		

Name of Park: Parking lot + park by lake

Portion of park to be used: _____

Date of Use: July 11 2015 Rain Date: July 12 2015

Hours of Use: 10-6 Approximate # of people: 100

Will alcoholic beverages be present? Yes No

In making this application, the undersigned does hereby agree to comply with all ordinances and regulations of the Borough of Hightstown and the laws of the State of New Jersey which govern such usage.

Signature _____

Print Name Leslie Koppel

Address 116 N Main St

Tel. No. 609 443 4464

Date of application 4/10/15

Permit

PERMISSION IS HEREBY GRANTED by the Hightstown Parks and Recreation Commission for use of the park by this applicant for the purposes described herein, on the dates and times indicated above.

_____ Date approval granted _____ Hightstown Parks and Recreation Commission

Borough of Hightstown

Parks and Recreation Commission

Application for Municipal Park Use by 25 or more persons

This application is being provided to you in accordance with the Bylaws of the Hightstown Parks and Recreation Commission.

Please return the completed application and Hold Harmless Agreement (attached) to the office of the Borough Clerk, 148 N. Main Street, Hightstown, New Jersey, together with your APPLICATION FEE OF \$10.00 and a CERTIFICATE OF INSURANCE. If your application is denied, \$2.00 of the fee will be refunded to you.

YOUR APPLICATION MUST BE APPROVED BY THE PARKS AND RECREATION COMMISSION BEFORE A PERMIT CAN BE ISSUED, and should be submitted at least one week prior to the Commission's meeting. Commission meetings are held on the second Thursday of each month.

Borough of Hightstown

Hold Harmless Agreement between the Borough of Hightstown and

Community Action Service Center DBA

Applicant

Rise

WITNESSETH:

- In consideration of permission to use Memorial Park Park on the 11th of July, 2015, the applicant does hereby covenant and agree to save and hold harmless the Borough of Hightstown, its agents, servants and employees, from any and all liabilities or costs arising out of the use of the park by the applicant, the applicant's invitees, or other persons.
- The applicant has furnished the Certificate of Insurance described below as an additional inducement to the permission for use of the park, a true copy of which is annexed hereto.

Name of Insurance Carrier:

Certificate #:

Limits of liability:

Property damage:

Public liability:

Once approved we will list Borough of Hightstown as addition insured and provide rider)

- The park will be used for the following purpose and no other:

Cultural Festival

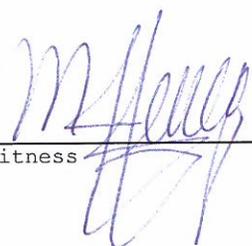
4. The applicant is:
- Non-profit corporation
 - Non-profit association
 - An individual
 - A for-profit organization

If applicant is an association or a corporation, the undersigned certifies that the execution of this Hold Harmless Agreement has been duly authorized.

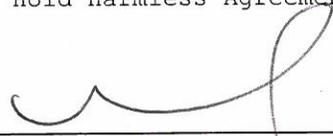
5. The applicant acknowledges that the permission to utilize the park is limited to the portion of the park herein described (if applicable) and is valid only for the activity herein described. Notwithstanding the foregoing, however, the Hold Harmless Agreement shall be applicable to any Claim asserted against the Borough of Hightstown or any loss incurred arising out of the applicant's activity, whether or not the same extends beyond the permitted type or locale of activity or occurs on a different date than specified.

6. The applicant specifically agrees that this indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the Borough of Hightstown for any suit arising out of the applicant's use of the park, and that, should the applicant or the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough for any costs incurred by it for any person or organization acting on its behalf.

7. The undersigned is authorized to execute this Hold Harmless Agreement as the binding act of the applicant.



 Witness



 Signature
 Legie Koppel Executive Director

 Print name and title
 4/10/15

 Date signed

Resolution 2013-52

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

ADOPTING GUIDELINES FOR THE CONDUCT OF BUSINESS AT HIGHTSTOWN BOROUGH COUNCIL MEETINGS

WHEREAS, pursuant to N.J.S.A. 40A:60-6, the Borough Council is the legislative body of the municipality and may adopt a resolution for any purpose required for the government of the municipality and possesses all of the executive responsibilities of the municipality not placed, by law, in the Office of the Mayor; and

WHEREAS, the Mayor and Borough Council wish to establish guidelines for conduct at all public meetings held by the Governing Body.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Hightstown that the following rules and procedures shall govern at all Borough Council Meetings for the year 2013:

A. Conduct at Meetings.

1. The Mayor shall serve as Presiding Officer and shall conduct all meetings.
2. The Council President shall serve as Presiding Officer and conduct the meeting when the Mayor is absent.
3. If the Mayor and Council President are both absent, the Municipal Clerk shall call the meeting to order and appoint the senior member of Council to serve as Presiding Officer. The Temporary Chairperson shall conduct the meeting, but shall have no powers beyond those necessary to conduct the meeting.
4. A majority of the whole number of members of the Borough Council shall constitute a quorum.
5. If a quorum is not present fifteen minutes after the appointed time for any meeting, the Presiding Officer or the Municipal Clerk may declare the meeting cancelled due to a lack of a quorum.
6. While the Borough Council is in session, the members thereof shall preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Borough Council, nor disturb any member while speaking, or refuse to obey the order of the Borough Council or its Presiding Officer, unless such action is in accordance with proper Parliamentary procedure.
7. Members of the Governing Body shall not utilize their cell phones while the meeting is in session, either during an Executive session or during the open public portion of any meeting, whether verbally or by text, except for emergent circumstances. If an emergency should arise necessitating the use of a cell phone, then the member shall excuse himself or herself from the dais and leave the meeting room to engage in cell phone communications.

8. The Borough Attorney shall be the Parliamentarian.
9. Meetings shall be conducted in accordance with these regulations and Robert's Rules of Order for items not covered in these regulations.

B. Addressing the Mayor and Council.

Any person desiring to address the Mayor and Council shall proceed to the podium during the appropriate time and give his or her name and address. Remarks shall be confined to the order of business prescribed by this section:

1. During the "Public Comment" portion(s) of the meeting, any person may address the Mayor and Council on any matter that the person feels may be of concern to the residents of the municipality. A response may be provided, either immediately or during the "Mayor/Council/Administrative Comments" portion of the meeting. There shall be two (2) "Public Comment periods" held during each regular meeting of the Mayor and Council.
2. Any person(s) who disrupts the orderly conduct of any meeting shall be called to order by the Presiding Officer. If such conduct continues to disrupt the meeting despite the Presiding Officer's warning(s), then the Presiding Officer, at his or her discretion, may order such person removed from the meeting.
3. During a statutorily prescribed public hearing on a particular agenda item (such as the public hearing associated with the potential adoption of any Ordinance), or during any other specifically described public hearing, comments made by members of the public shall be limited to the particular subject matter of the hearing.

BE IT FURTHER RESOLVED, that the Borough Council of Hightstown Borough may, according to law, amend these guidelines as needed from time to time.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 19, 2013.

Debra L. Sopronyi
Borough Clerk

Home > Park - Park Rules and Regulations > 4. SPECIAL EVENTS.

4. SPECIAL EVENTS.

4.1 Permit Required. No group or organization of more than twenty-five (25) people may use the facilities of any park for any event without having first obtained a special events permit. Permits for special events in parks shall be obtained by application to the Parks and Recreation Commission in accordance with the following procedure:

a. A person seeking issuance of a permit hereunder shall file an application with the Borough Clerk prior to the intended day of use stating:

- (1) The name and address of the applicant;
- (2) The name and address of the person, persons, corporation, or association sponsoring the activity, if any;
- (3) The day and hours for which the permit is desired;
- (4) The park or portion thereof for which such permit is desired; and,
- (5) Any other information which the Commissioners shall find reasonably necessary to a fair determination as to whether a permit should be issued hereunder.

b. The application shall be accompanied by a check for ten (\$10.00) dollars to cover the cost of processing the application and issuing the permit. Two (\$2.00) dollars shall be refundable if the application is denied.

c. Standards for issuance for a use permit by the Parks and Recreation Commission shall include the following findings:

- (1) That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park;
- (2) That the proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
- (3) That the proposed activity or uses that are reasonably anticipated will not include violence, crime, or disorderly conduct;
- (4) That the proposed activity will not entail extraordinary or burdensome expense or police operation by the Borough;
- (5) That the facilities desired have not been reserved for other use at the date and hour requested in the application; and,
- (6) That any temporary structure for the event (tent, etc.) should be erected no more than 24 hours prior to the event and should be removed within 24 hours after the event.

d. A permittee shall be bound by all park rules and regulations and all applicable ordinances fully as though the same were inserted in the permits.

e. Liability for Losses.

- (1) The person or persons to whom the permit is issued shall be liable for all loss, damage, or injury sustained by any person by reason of the negligence of the person or persons to whom such permit shall have been issued.
- (2) The Commissioners shall have the right to require any permittee to provide as a condition of receiving a permit such guarantees as will reasonably ensure no loss to the public for the consequences of any act of the applicant(s) and also to require any applicant to submit evidence of liability insurance covering injuries to members of the general public arising out of such permitted activities in such amounts as may be from time to time determined by the Parks and Recreation Commission prior to the commencement of any activity or issuance of any permit.

f. Revocation. The Commissioners shall have the authority to revoke a permit upon a finding of violation of any rule or ordinance or upon good cause shown.

(1991 Code § 157-5)

Borough of Hightstown

Parks and Recreation Commission

Application for Municipal Park Use by 25 or more persons

This application is being provided to you in accordance with the Bylaws of the Hightstown Parks and Recreation Commission.

Please return the completed application and Hold Harmless Agreement (attached) to the office of the Borough Clerk, 148 N. Main Street, Hightstown, New Jersey, together with your APPLICATION FEE OF \$10.00 and a CERTIFICATE OF INSURANCE. If your application is denied, \$2.00 of the fee will be refunded to you.

YOUR APPLICATION MUST BE APPROVED BY THE PARKS AND RECREATION COMMISSION BEFORE A PERMIT CAN BE ISSUED, and should be submitted at least one week prior to the Commission's meeting. Commission meetings are held on the second Thursday of each month.

Borough of Hightstown

Parks and Recreation Commission

Application for Municipal Park Use by 25 or more persons

Name of Applicant: _____

If organization, list officers:

<u>Name</u>	<u>Address</u>	<u>Tel. No.</u>
_____	_____	_____
_____	_____	_____

Name of Park: _____

Portion of park to be used: _____

Date of Use: _____ Rain Date: _____

Hours of Use: _____ Approximate # of people: _____

Will alcoholic beverages be present? Yes No

In making this application, the undersigned does hereby agree to comply with all ordinances and regulations of the Borough of Hightstown and the laws of the State of New Jersey which govern such usage.

Signature

Print Name

Address

Tel. No.

Date of application

Permit

PERMISSION IS HEREBY GRANTED by the Hightstown Parks and Recreation Commission for use of the park by this applicant for the purposes described herein, on the dates and times indicated above.

Date approval granted

Hightstown Parks and Recreation Commission

Borough of Hightstown

Hold Harmless Agreement between the Borough of Hightstown and

Applicant

WITNESSETH:

1. In consideration of permission to use _____
Park on the _____ of _____, 19____, the applicant does hereby covenant and agree to save and hold harmless the Borough of Hightstown, its agents, servants and employees, from any and all liabilities or costs arising out of the use of the park by the applicant, the applicant's invitees, or other persons.
2. The applicant has furnished the Certificate of Insurance described below as an additional inducement to the permission for use of the park, a true copy of which is annexed hereto.

Name of Insurance Carrier: _____

Certificate #: _____

Limits of liability: _____

Property damage: _____

Public liability: _____

3. The park will be used for the following purpose and no other:

4. The applicant is:
- Non-profit corporation
 - Non-profit association
 - An individual
 - A for-profit organization

If applicant is an association or a corporation, the undersigned certifies that the execution of this Hold Harmless Agreement has been duly authorized.

5. The applicant acknowledges that the permission to utilize the park is limited to the portion of the park herein described (if applicable) and is valid only for the activity herein described. Notwithstanding the foregoing, however, the Hold Harmless Agreement shall be applicable to any Claim asserted against the Borough of Hightstown or any loss incurred arising out of the applicant's activity, whether or not the same extends beyond the permitted type or locale of activity or occurs on a different date than specified.
6. The applicant specifically agrees that this indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the Borough of Hightstown for any suit arising out of the applicant's use of the park, and that, should the applicant or the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough for any costs incurred by it for any person or organization acting on its behalf.
7. The undersigned is authorized to execute this Hold Harmless Agreement as the binding act of the applicant.

Signature

Print name and title

Witness

Date signed



The Borough of Hightstown

Administration Office

156 Bank Street, Hightstown, New Jersey 08520

Phone – (609) 490-5100, ext 701

Fax – (609) 371-0267

FROM THE DESK OF
Henry M. Underhill
BOROUGH ADMINISTRATOR

TO: Mayor and Council
DATE: April 24, 2015
RE: Grant writer

This was an interesting process, there being several differences between the approaches to grant writing. In the end the Clerk and I agree on which company to recommend. This recommendation is based on presentation, professionalism, preparedness, cost, and success rate, etc. Attached is a spread sheet to show how we evaluated them.

Our recommendation is to go with Triad Associates. They exhibited the best track record and cost effective approach. We were impressed with his approach to the Borough. He took the time to get here early and ride around the town before the meeting.

This firm and some of the others are also experienced with rehab programs from applying for grant to administration. This could be a plus going into the new COAH. Choosing Triad would give us an asset for more than one function. The budget has \$10,000 set aside for this program. Based on our interviews that is at least 3 grant applications. By staying away from retainers we avoid a possible spending with little or no return on investment situation.

Finally, At least 2 of the firms, Triad and Millenium were very interested in the redevelopment plan. Both stated they had relationships with developers who might want to get involved. They both also talked about the options available to downtown. Debbie and I believe that this is a second topic for a later date. I would recommend a Council committee be formed if this is an item you want to review.

Name	Retainer & Amt	Hourly rate	2 year exp	Evidence of success	Adequate staff	Diverse experience
Bruno Associates	yes \$30,000	retainer includes	y	y	y	y
Every Grant	no	\$75/hr	y	y	one man op	mostly pub safety
Millenium Strategies	yes \$36,000	retainer includes	y	y	y	y
Triad Associates	no	\$135-175	y	y	y	y
CommunityGrants &Planning	no	\$125 blended rate	y	y	y	y



April 24, 2015

Mr. Henry Underhill, Borough Administrator
Hightstown Borough
156 Bank Street
Hightstown, NJ 08520

Re: Grant Writing and Redevelopment Services

Dear Henry:

I appreciated the opportunity to meet with you and Borough Clerk, Debra Sopronyi. As I indicated during our meeting, Triad Associates has secured over \$798 Million principally in grants and project financing for our Municipal and County Government clients in addition to non-profits and private sector developers. As promised, I am enclosing a copy of our General Services Contract which I indicated has been widely accepted by our Municipal and County Government clients in that it provides the greatest flexibility and control over how our activities are managed and expenditures for our services are provided. Our contract is broken into four phases: 1.) grant research, which is at no cost to the Borough; 2.) outreach services for meetings with public officials, grantor agencies, preparation of Project Profiles as a prelude to pursuing formal grant applications and related services; 3.) fixed fee services for preparation of applications; and, 4.) fixed fee implementation services for approved projects. I must emphasize that we do not charge a monthly retainer for our grant research services. There is no charge for this phase of our service engagement with the Borough. Our focus is on finding the right resources, making the appropriate recommendations, and working with you to put together a competitive application that will not only meet the criteria but score high enough in the competition to be funded. Our work is undertaken as authorized.

The depth of our Professional Team enables Triad Associates to be comprehensive in scope. For example, while grant writing is an important component of our business, we also administer housing rehabilitation programs. In fact, we have developed numerous rehabilitation polices and procedure manuals including all the forms and documents that are essential to complying with the requirements as set forth by the specific funding program. Triad Associates has managed and rehabilitated well in excess of 10,000 homes. This includes CDBG Entitlement, HOME and Small Cities Housing Rehab Programs, Regional Contribution Agreements (RCA), Housing Trust Funds etc. Triad Associates is also Administrative Agent to numerous New Jersey Municipalities assisting them in complying with their COAH obligations.

We also provide technical services to housing authorities. I understand that Hightstown has its own Housing Authority and that there may be a need to assist the Housing Authority in securing funding to construct improvements to their housing inventory. We can assist in this regard.

We also discussed the former Phillips Manufacturing Facility across from Borough Hall which is part of a somewhat larger redevelopment area. As I indicated above, we work directly with the private sector including residential, commercial, and manufacturing development companies. Triad's economic and housing development finance specialists have over 40 years of experience in putting together the resources needed to support feasibility and advance projects. Our access to these resources can be very

New Jersey Office

1301 W. Forest Grove Rd., Vineland, NJ 08360
P 856.690.9590 F 856.690.5622

Pennsylvania Office

309 W. Glenside Ave., Glenside, PA 19038
P 215.576.1950 F 215.576.1940

Web

www.triadincorporated.com

helpful to the Borough in its quest to see the highest and best reuse and redevelopment of not only that property, but potentially the Borough Hall property that was damaged during Hurricane Irene.

As we discussed briefly with regard to the Borough's Water Sewer Utility, I believe there may be some options available to the Borough that may preclude the need to pursue bonding and/ or grant funding to continue to maintain operations. We could explore these in greater detail once on board with you.

Once again, thank you for the time that you afforded me to have a better understanding of the Borough's needs. As well, I hope I was able to demonstrate our diverse professional disciplines all of which can be made available to the Borough to assist in meeting its neighborhood, economic development, infrastructure, and public service needs.

If in your review of this letter or the attached contract you have any questions, please feel free to contact me.

Sincerely,



Michael Zumpino, Chairman/ CEO

Triad Associates

Enclosure

**ORDINANCE NO. 2015-05
TOWNSHIP OF EAST WINDSOR
COUNTY OF MERCER**

**AN ORDINANCE AMENDING CHAPTER XXV “RESIDENTIAL
MAINTENANCE CODE” OF THE REVISED GENERAL
ORDINANCES OF THE TOWNSHIP OF EAST WINDSOR BY
ADDING A NEW SECTION TO ESTABLISH STANDARDS FOR THE
REGISTRATION AND MAINTENANCE OF VACANT AND
ABANDONED RESIDENTIAL PROPERTIES IN
FORECLOSURE BY CREDITORS**

WHEREAS, mortgage foreclosures often result in the abandonment and neglect of residential properties; and

WHEREAS, P.L. 2014, c. 35, authorizes municipalities to adopt ordinances for the purpose of regulating the care, maintenance, security and upkeep of the exterior of vacant and abandoned residential properties for which a creditor has filed an action to foreclose; and

WHEREAS, it is in the public interest for the Township of East Windsor to establish a mechanism to identify and track vacant and abandoned residential properties in the Township which are in foreclosure, to establish standards for the maintenance of those properties and to enforce those standards of maintenance;

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of East Windsor, County of Mercer and State of New Jersey as follows:

I

The Revised General Ordinances of the Township of East Windsor are hereby amended by the addition of a new Section 25-18 to Chapter XXV Residential Maintenance Code, to read as follows:

25-18 Registration and Maintenance of Vacant and Abandoned Residential Properties in Foreclosure

a. *Definitions.*

1. “Creditor” means a State chartered bank, savings bank, savings and loan association or credit union, any person or entity required to be licensed under the provisions of the "New Jersey Residential Mortgage Act," P.L. 2009, c.53 (C.17:11C-51 et seq.), any foreclosing entity subject to the provisions of C.46:10B-51 (P.L. 2008, c. 127, Sec. 17, as amended from

Ordinance No. 2015-05

Page 2

time to time) and any entity acting on behalf of the creditor named in the debt obligation including, but not limited to, servicers.

2. “Vacant and Abandoned” residential property means, consistent with section 1 of P.L. 2010, c.70 (C.2A:50-73), residential real estate , where a notice of violation has been issued pursuant to Paragraph e. 1 of this Section and subsection b. of section 1 of P.L.2014, c.35 (C.40:48-2.12s). Residential property shall further be deemed Vacant and Abandoned where a mortgaged property is not occupied by a mortgagor or tenant and at least two of the following conditions exist:
 - (a) overgrown or neglected vegetation;
 - (b) the accumulation of newspapers, circulars, flyers or mail on the property;
 - (c) disconnected gas, electric, or water utility services to the property;
 - (d) the accumulation of hazardous, noxious, or unhealthy substances or materials on the property;
 - (e) the accumulation of junk, litter, trash or debris on the property;
 - (f) the absence of window treatments such as blinds, curtains or shutters;
 - (g) the absence of furnishings and personal items;
 - (h) statements of neighbors, association management, delivery persons, or government employees indicating that the residence is vacant and abandoned;
 - (i) windows or entrances to the property that are boarded up or closed off or multiple window panes that are damaged, broken and unrepaired;
 - (j) doors to the property that are smashed through, broken off, unhinged, or continuously unlocked;
 - (k) a risk to the health, safety or welfare of the public, or any adjoining or adjacent property owners, exists due to acts of vandalism, loitering, criminal conduct, or the physical destruction or deterioration of the property;

Ordinance No. 2015-05

Page 3

(l) an uncorrected violation of a municipal building, housing, or similar code during the preceding year, or an order by municipal authorities declaring the property to be unfit for occupancy and to remain vacant and unoccupied;

(m) the mortgagee or other authorized party has secured or winterized the property due to the property being deemed vacant and unprotected or in danger of freezing;

(n) a written statement issued by any mortgagor expressing the clear intent of all mortgagors to abandon the property;

(o) any other reasonable indicia of abandonment.

b. *Registration of Vacant and Abandoned Properties.*

1. A Creditor filing a summons and complaint in an action to foreclose on a Vacant and Abandoned property, or a Creditor who has previously filed a summons and complaint to foreclose on a residential property which subsequently becomes Vacant and Abandoned, shall within thirty (30) calendar days after the building becomes Vacant and Abandoned or within thirty (30) calendar days after assuming ownership of the Vacant and Abandoned property, whichever is later; or within ten (10) calendar days of receipt of notice from the Township, and annually thereafter, file a registration statement for such Vacant and Abandoned property with the municipal clerk on forms provided by the Township for such purposes. Any failure to receive notice from the Township shall not constitute grounds for failing to register the Vacant and Abandoned property.
2. Each Vacant and Abandoned property having a separate block and lot number as designated in the official tax maps of the Township shall be registered separately.
3. The registration statement shall include the name, street address, telephone number, and email address (if applicable) of a person twenty-one (21) years or older, designated by the Creditor as the authorized agent for receiving notices of code violations and for receiving process in any court proceeding or administrative enforcement proceeding on behalf of such Creditor in connection with the enforcement of any applicable code.

4. The registration statement shall include the name, street address, telephone number, and email address (if applicable) of the firm and the actual name(s) of the firm's individual principal(s) responsible for maintaining the Abandoned and Vacant property. The individual or representative of the firm responsible for maintaining the Abandoned and Vacant property shall be available by telephone or in person on a twenty-four-hour per day, seven-day per week basis. The two entities may be the same or different persons. Both entities shown on the statement must maintain offices in the State of New Jersey or reside within the State of New Jersey.
5. The registration shall remain valid for one year from the date of registration except for the initial registration which shall be valid through December 31st of the year in which it was filed. The Creditor shall be required to renew the registration annually as long as the building remains Vacant and Abandoned and shall pay a registration or renewal fee in the amount prescribed in Paragraph c. of this Section for each Vacant and Abandoned property registered.
6. The annual renewal shall be completed by January 1st each year. The initial registration fee shall be pro-rated for registration statements received less than ten (10) months prior to that date.
7. The Creditor shall notify the municipal clerk within thirty (30) calendar days of any change in the registration information by filing an amended registration statement on a form provided by the municipal clerk for such purpose.
8. The registration statement shall be deemed prima facie proof of the statements therein contained in any administrative enforcement proceeding or court proceeding instituted by the Township against the Creditor.

c. *Fee Schedule.*

The initial registration fee for each Vacant and Abandoned property under the provisions of this Section shall be five hundred (\$500.00) dollars. The fee for the first annual renewal shall be one thousand five hundred (\$1,500.00) dollars and the fee for the second annual renewal shall be three thousand (\$3,000.00) dollars. The fee for any subsequent annual renewal beyond the second renewal shall be five thousand

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(\$5,000.00) dollars.

d. *Creditor Responsibility for Vacant and Abandoned Properties.*

1. A Creditor filing a summons and complaint in an action to foreclose on a residential property within the Township shall be immediately responsible for the care, maintenance, security and upkeep of the exterior of the property, after the property becomes Vacant and Abandoned as defined in this Section.
2. Where a Creditor is located out-of-state, the Creditor shall be responsible for appointing an in-State representative or agent to act on the Creditor's behalf for the purpose of satisfying the requirements of Paragraph d. 1 of this Section. Notice of said representative or agent shall be provided to the municipal clerk pursuant to Paragraph b. 3 and 4 of this Section and pursuant to paragraph (1) of subsection a. of section 17 of P.L.2008, c. 127 (C.46:10B-51).

e. *Notice.*

1. The enforcement officers designated in this Section shall be authorized to issue a notice to a Creditor that has filed a summons and complaint in an action to foreclose on a residential property within the Township, if the enforcement officer determines that the Creditor has violated this Section by failing to provide for the care, maintenance, security, and upkeep of the exterior of a Vacant and Abandoned property.

Where a Creditor is an out-of-State Creditor, the notice shall be issued to the representative or agent that has been identified by the Creditor pursuant to Paragraph d. 2 of this Section and paragraph (1) of subsection a. of section 17 of P.L.2008, c. 127 (C.46:10B-51).

2. The notice referenced in Paragraph e. 1 of this Section shall require the Creditor to correct the violation(s) within 30 days of receipt of the notice, or within 10 days of receipt of the notice if the violation presents an imminent threat to public health and safety.
3. The issuance of a notice pursuant to Paragraph e. 1 of this Section shall constitute proof that a residential property is Vacant and Abandoned for the purposes of this Section.

f. *Enforcement Officers.*

The duty of administering and enforcing the provisions of this Section is conferred upon the municipal clerk, construction official, zoning officer, housing officer, health officer, township police, and any other duly appointed representatives.

g. *Violations and Penalties.*

1. A Creditor subject to this Section that is found by the municipal court of the Township, or by any other court of competent jurisdiction, to be in violation of the requirement to correct a care, maintenance, security, or upkeep violation cited in a notice issued pursuant to this Section shall be subject to a fine of \$1,500 for each day of the violation. Any fines imposed pursuant to this paragraph shall commence 31 days following the receipt of the notice, except if the violation presents an imminent risk to public health and safety, in which case any fines shall commence 11 days following receipt of the notice.
2. An out-of-state Creditor subject to this Section that is found by the municipal court of the Township, or by any other court of competent jurisdiction, to be in violation of the requirement to appoint an in-State representative or agent pursuant to this Section shall be subject to a fine of \$2,500 for each day of the violation. Any fines imposed on a Creditor for the failure to appoint an in-State representative or agent shall commence on the day after the 10-day period set forth in paragraph (1) of subsection a. of section 17 of P.L.2008, c. 127 (C.46:10B-51) for providing notice to the municipal clerk that a summons and complaint in an action to foreclose on a mortgage has been served.
3. A Creditor subject to this Section that is found by the municipal court of the Township, or by any other court of competent jurisdiction, to be in violation of the requirement to register a Vacant and Abandoned property pursuant to Paragraph b. of this Section shall be subject to a fine not exceeding two thousand (\$2,000.00) dollars. Any fines imposed on a Creditor under this Paragraph shall commence 11 days following receipt of notice from the Township pursuant to Paragraph b. 1 of this Section.

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4. No less than 20 percent of any money collected by the Township pursuant to this Section shall be utilized by the Township for municipal code enforcement purposes.

II REPEAL

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

III SEVERABILITY

If any section, subsection, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the remaining portions of this ordinance.

IV EFFECTIVE DATE

This Ordinance shall take effect 20 days after final passage and publication according to law.

ATTEST:

GRETCHEN McCARTHY
Municipal Clerk

JANICE S. MIRONOV
Mayor

Adopted: April __, 2015